

**INGHAM COUNTY  
CHIEF ATTORNEY REFEREE**

**Posting Number #202400054**

**Annual Salary \$97,058.20 - \$116,531.20**

**Close Date: Feb 23, 2024**

**Apply on-line at:**

**<https://www.governmentjobs.com/careers/ingham/jobs/4402174/chief-attorney-referee?pagetype=jobOpportunitiesJobs>**

**General Summary:**

The Chief Attorney Referee conducts, on behalf of the Family Division Judges, preliminary inquiries, preliminary hearings, non-contested hearings, pre-trials, pleas, designation and waiver hearings, dispositions, dispositional reviews, change of program hearings, and dismissal hearings in delinquency matters; and, preliminary hearings, review of custody hearings, dispositional reviews, permanency planning hearings, emergency removal hearings, progress review hearings, release of parental rights, post-termination reviews, show cause hearings and related hearings in abuse/neglect matters. The Chief Attorney Referee is under the general direction of the Deputy Court Administrator.

**Essential Functions:**

1. Conducts preliminary hearings, preliminary inquiries, non-contested hearings, pre-trials, pleas, dispositions, dispositional reviews, change of program hearings and dismissal hearings in delinquency matters; and , preliminary hearings, review of custody hearings, permanency planning hearings, emergency removal hearings, progress review hearings, release of parental rights, post-termination reviews and related hearings in abuse/neglect matters. Prepares appropriate documentation regarding those hearings.
2. Reviews pleadings such as petitions and motions, dispositional summaries, dispositional and post termination review reports, psychological evaluations, correspondence and all related documents in preparation for hearings described in.
3. Supervises Intake Referees, Attorney Referee, Unit Secretary, Scheduling Clerk, Court Recorders and Interns, which includes but is not limited to approval of time off requests and insuring coverage of duties, approval of time sheets, approval of purchase requests for equipment and supplies, together with responding to various individual requests and/or complaints and taking disciplinary action as needed. Conducts periodic staff meetings with the above indicated personnel. Covers responsibilities of absent referees as needed.

4. Conduct legal research into issues involving federal, state, and local law, procedure and policy and issues memos to appropriate parties regarding results.
5. Serves as a liaison in responding to a variety of questions/concerns from attorneys and other professionals, social service agency personnel, law enforcement, school personnel, juveniles, parents, relatives and others regarding court policy and procedures, scheduling, available services, and related topics.
6. Attends managers, staff, and judicial meetings. Also meets with social service agencies, other governmental units, and public service organizations.
7. Attend in-service training and related conferences.
8. Organizes and/or participates in training for court personnel, attorneys, and agency personnel regarding topics related to abuse/neglect and delinquency matters.
9. Periodic review of new legislation, case law, policy and research/studies relating to abuse/neglect, delinquency and court procedure and notification of appropriate individuals of significant changes.
10. Supervises the intake assessment process regarding recommendations for the level of services to be provided to delinquent youth, which includes the gathering, review and reporting of statistics for dissemination to administrators, Child Care Fund and State Court Administrator's Office.
11. Assist in planning and recommending budget allocations to the Deputy Court Administrator regarding personnel, programs, equipment, and supplies, along with monitoring the status of the budget allocated to the Intake Division.
12. Interview and make recommendations regarding the hiring of staff.

**Other Functions:**

As directed by the Chief Judge on an incidental basis, may lecture at LCC, MSU, Cooley Law School, area schools and conduct training for agencies and service clubs regarding the Courts.

**Employment Qualifications:**

**Education:**

Must be a graduate of a law school holding a Jurist Doctorate degree, pass the bar exam, and be an attorney in good standing with the Michigan Bar Association.

**Experience:**

Must have at least five years of related work experience as an attorney representing juveniles in delinquency proceedings, including designations and waivers; representing

parents and/or children in abuse/neglect proceedings; and/or employment as an attorney referee handling delinquency and abuse/neglect matters. Some supervisory experience in either the public or private sector would be preferable.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

High level of interpersonal and communication skills such as persuading others to take action, resolving disagreements or making presentations.

**Physical Requirements:**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Lifting files, often a number of large files at one time.

**Working Conditions:**

Works in office setting and the courtroom.

Exposure to youths with various emotional problems and/or violent youths and their parents.

**December 2005  
MCF-14**