



Ingham County

Attorney Supervisor of Investigations – FOC

SALARY	\$45.92 - \$55.13 Hourly \$95,503.65 - \$114,670.96 Annually	LOCATION	313 W. Kalamazoo St., Lansing, MI
JOB TYPE	Regular Full Time	JOB NUMBER	202600184
DEPARTMENT	Friend of the Court	OPENING DATE	10/26/2026
CLOSING DATE	11/6/2026 11:59 PM Eastern	BARGAINING UNIT	COURT PROF

Description

Under the general supervision of the Assistant Friend of the Court/Legal, supervises and directs the work activities of investigative and support staff of the Parenting Time and Investigative Units. Ensures timely completion of investigations and facilitative and information gathering conferences. Conducts facilitative and information gathering conferences and investigations involving child custody, parenting time rights, and financial reviews at the pre- and post-judgment levels. Appears in court on Friend of the Court motions, orders to show cause and other actions to represent the FOC. Recommends, establishes, and implements policies and procedures for the investigative unit and related processes.

Essential Functions

1. Supervises the work activities of investigative and support staff, including participating in employment interviewing and selection, training, assigning work, scheduling staff, reviewing and evaluating performance and dealing with employee relations matters.
2. Assigns cases to Facilitators/Investigators and ensures proper and timely work product and work flow. Screens incoming calls on Parenting Time helpline for assignment or responds directly. Provides assistance on handling of cases, and responds to questions on substantive and procedural legal issues.
3. Recommends, establishes and implements policies, procedures and forms for investigations, facilitative and information gathering conferences, parenting time and financial reviews.
4. Reviews all post judgment petitions filed with the court to determine the proper routing of a case. Reviews referral orders. Attempts resolution of problem cases.
5. Acts as liaison for parties, private counsel, FOC staff and court personnel with regards to policy and procedural issues, and problems or complaints relating to the functioning of the Investigations and Parenting Time Unit.
6. Conducts overflow of facilitative and information gathering conferences, parenting time matters and investigations as necessary.
7. Serves as statutorily mandated mediator for the Friend of the Court.
8. Researches, analyzes and remains abreast of statutes, court rules and case law related to Friend of the Court. Responds to questions on legal procedures from staff, private attorneys, and other interested parties. Provides legal advice to staff including the interpretation of court orders, pleadings, statutes and applicable case law.
9. Appears in court on Friend of the Court motions, orders to show cause and other actions to represent the FOC. May travel to other courts to appear on Friend of the Court cases. Presents testimony and makes recommendations to the court.

10. Drafts or prepares legal documents for the modification and enforcement of Court Orders, including stipulations, and petitions for non-traditional enforcement mechanisms sought from the Court including liens, garnishment, and license suspensions.
11. Presents orientation programs to educate parents regarding FOC operations, services, policies and the needs of children during the crisis of separation. Conducts informational classes for pro se litigants who wish to modify their existing custody, parenting time or support orders.
12. Maintains unit statistical data for reporting to the State Court Administrator's Office.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Graduation from an accredited law school.

Experience: A minimum of five years of family law or Friend of the Court work experience. Extensive familiarity with Court proceedings. Prior supervisory experience preferred.

Other Requirements:

- Licensed to practice law in the State of Michigan

Demonstrates effective communication skills by engaging, interacting and working with all individuals to ensure clarity and understanding in all interactions.

(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.)

Requirements and Working Conditions

Working Conditions:

- This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
- This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

November 2020
ICEA Court Pro 12

Employer

Ingham County

Address

5303 S. Cedar St.
Suite 2102
Lansing, Michigan, 48911

Phone

517-887-4328

Website

<http://ingham.org>

Attorney Supervisor of Investigations – FOC Supplemental Questionnaire

*QUESTION 1

Have you graduated from an accredited school of law?

- ☐ Yes
- ☐ No

*QUESTION 2

How many years of experience do you have in family law or Friend of the Court work experience?

- ☐ I have no experience
- ☐ I have 1 year of experience
- ☐ I have 2 years of experience
- ☐ I have 3 years of experience
- ☐ I have 4 years of experience
- ☐ I have 5 years of experience
- ☐ I have 6 years of experience
- ☐ I have 7+ years of experience

*QUESTION 3

Do you have a license to practice in the State of Michigan?

- ☐ Yes
- ☐ No

*QUESTION 4

Do you have any prior supervisory experience? If so, please briefly describe.

***QUESTION 5**

Please list 3 people who have direct knowledge of your skills, experience and fitness for the position or field for which you are applying. Please include their name, email address and phone number.

***QUESTION 6**

Did you attach your cover letter and resume?

☐ Yes

☐ No

***QUESTION 7**

Did you attach your transcripts or diploma showing your degree awarded? If not, please explain why.

* Required Question