



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Domestic Relations Specialist
SALARY RANGE: \$44,988.00
DATE POSTED: 08/07/2023 – Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university, preferably with course work in social work, sociology, psychology, or legal system-related discipline.
 - One (1) year of legal, social services, or high-impact/high-volume customer service work experience with assignments that include case management, investigative or dispute resolution responsibilities that involve face-to-face interaction with clients or the public.
- OR
- Two (2) years of experience as a Court Information Specialist I or II with duties that involve face-to-face interaction with the public, responding to outside agencies, updating accounting arrearages or initiating collections, and initiating inquiries to appropriate departments and outside agencies.
- OR
- Certification as a paralegal and two (2) years of legal, social service, or high-impact /high-volume customer services work experience with assignments that involves face-to-face interaction with the public in a court or similar setting, case management, or investigative or dispute resolution.
- Experience using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under limited supervision of Domestic Relations Supervisors, investigates domestic relations cases in order to make recommendations to the Court regarding support, parenting time, custody, paternity and other conditions. Interviews parties to gather financial information; assesses family environment; determines the facts in a case and gathers other pertinent information. Investigates complaints of violations of court orders regarding domestic relations cases. Serves the public and pursues resolution of issues in accordance with prescribed departmental and court policies and procedures. Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the screening process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant’s qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.**

SCREENING EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT’S WEBSITE: www.3rdcc.org.** The direct link to this site: <https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be

entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****