

FAMILY COURT COMMISSIONER

DEFINITION

The Family Court Commissioner is the department head of the Family Court Commissioner office. The Family Counseling Service is a division of that office. The Family Court Commissioner works under the direction of the family court judges and the chief judge. The Family Court Commissioner is responsible for the overall administration of the office and the daily supervision of the assistant family court commissioners and related staff. The Family Court Commissioner carries out duties pursuant to the Family Code of the State of Wisconsin and other related work as required.

EXAMPLES OF DUTIES

Represents the interests of the public in all matters brought pursuant to the Family Code; appears in court in family matters when required or requested; makes sure that best interests of children in family matters are protected; conducts temporary hearings and enters orders regarding support, maintenance, use of property and payment of debts, custody and visitation, etc.; enforces orders and conducts contempt hearings; makes sure all counseling requirements are met; conducts pre-trial conferences; conducts hearings on motions to amend temporary orders or judgments; aids attorneys and the public in the efficient processing of family cases; conducts paternity proceedings; prepares budget; supervises use of vacation and sick leave time; supervises scheduling of cases and working hours of staff; represents office at all necessary meetings.

Insures that Family Counseling Service is offering programs to meet mandatory counseling requirement; consults and works with the Director of the Family Counseling Service regarding custody and visitation matters and the resolution of those issues.

EMPLOYMENT STANDARDS

Education and Experience: Admission or eligibility for admission to the State Bar of Wisconsin; four years of public or private law practice preferably involving family law; managerial experience is desirable, but not required.

Knowledges and Abilities: Knowledge of Wisconsin family law; knowledge of judicial procedures; knowledge of current social and economical problems and the way in which these problems affect families; ability to deal tactfully and effectively in emotional and adversary proceedings; ability to make fair and impartial decisions in both legal and administrative matters; ability to supervise office so that the public is served efficiently and courteously.