

# CLINTON COUNTY JOB DESCRIPTION

## COURT ENFORCEMENT/COLLECTION CLERK

All candidates must submit an electronic Clinton County Application for Employment accompanied by a resume, cover letter and references.

*Only qualified candidates who are selected for an interview will be contacted.*

**TITLE:** COURT ENFORCEMENT/COLLECTION CLERK

**EMPLOYEE GROUP:** NON-UNION – PART-TIME 28 HOURS PER WEEK

**SALARY RANGE:** Hire Rate \$17.10 per hour

**ADDITIONAL INFO:** <https://www.clinton-county.org/178/Human-Resources>

**APPLICATION DEADLINE:** Open until filled

**Supervised By:** Chief Judge and/or their designee

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the supervision of the Chief Judge and/or his/her designee, performs the full operational level of work in administering, establishing and collecting on court orders, judgments or Community Service Assignments entered with respect to fines, fees, restitution or any other accounts receivable of Circuit, District, Probate/Juvenile Courts and any other departments that request assistance. Collects and maintains data on collections activities.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Attempts to collect full payment of receivables upon assessment and minimize the duration and quantity of payment schedules granted.
2. Determines account disposition, analyzes options, negotiates payment plans and implements plans to maximize compliance with payment orders.
3. Conducts interviews and interacts with defendants and other parties such as victims and attorneys by letter, telephone or personally in the office, courtroom or jail. Explains the court's collections practices and provides information to persons in and outside of the system. Refer persons financially unable to pay to community service.

4. Computes, establishes and monitors payment schedules utilizing all current court databases and collection tools. Collection tools and remedies include wage and salary attachments, bank account garnishments, property liens and tax refund intercepts and compliance with community service.
5. Identifies delinquent accounts and determines and initiates procedures to resolve the delinquency in keeping with current practices of the court unit or Sheriff.
6. Uses all available tools to locate, investigate and contact persons owing money to any court unit.
7. Interacts with judges, court administration, clerks, probation officers, jail and other agencies and offices to obtain or share information and coordinate enforcement/collection activities.
8. Compiles and maintains statistics and data on collection performance and provides related reports to supervisor(s), court management, jail and others in the court system as required.
9. Assist Court Administrators in establishment of enforcement/collection standards as mandated by the Michigan Supreme Court or State Court Administrative Office (SCAO).
10. Operate a computer to enter and access case information in Judicial Information System (JIS), monitor accounts, follow up on any enforcement related activity and to generate enforcement related forms.
11. May be required to testify in court. Trains other staff to perform enforcement duties. Attends meetings and training as required.
12. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma and two years of administrative support experience, preferably in a court, law office or related setting.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.

- Ability to learn the principles and practices of administrative support in a court environment. Ability to learn the State of Michigan court system, procedures and statutes.
- Knowledge of office procedures, basic court proceedings and scheduling, basic budgetary and bookkeeping principles and maintaining detailed and accurate records.
- Strong skills in proofreading, reviewing forms, documents, and reports.
- Skill in assembling and analyzing data, and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for victims, witnesses, and families, including the ability to effectively meet and deal with the public in person or on the telephone.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with individuals charged or convicted of criminal offenses, county employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn and be qualified to use JIS, SCAO Collections program (COLLECT) Law Enforcement Information Network (LEIN), Michigan Judicial Data Warehouse (JDW) and new software programs applicable to the position.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in the office with some field work. While in the office employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The employee may be exposed to unsanitary or unhygienic materials, individuals, and situations in the course of performing required duties in the office, courtroom or jail setting which includes frequent contact with individuals charged or convicted of criminal offenses. The noise level in the work environment can range from quiet to moderate.