

# CLINTON COUNTY JOB DESCRIPTION

## ENFORCEMENT OFFICER - FRIEND OF THE COURT

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: ENFORCEMENT OFFICER-FRIEND OF THE COURT  
EMPLOYEE GROUP: NON-UNION/ FULL-TIME  
SALARY RANGE: \$42,999-\$51,607 ANNUAL (DOQ)  
ADDITIONAL INFO: <https://www.clinton-county.org/178/Human-Resources>  
APPLICATION DEADLINE: OPEN UNTIL FILLED

**Supervised By:** Friend of the Court and Deputy Friend of the Court

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the supervision of the Friend of the Court or Deputy Friend of the Court, and Senior Enforcement Officer for case-related activities, enforces court orders in compliance with Michigan statutes, case law, and other requirements and directives pertaining to child support and related issues. Monitors cases to ensure compliance with the court order and follows up with enforcement action. Initiates enforcement actions such as 14-day notices, income withholding orders, referral for modification of income withholding orders, orders to show cause, or warrants. Responds to inquiries related to court orders, enforcement issues, case arrearages, and other activities. Attempts to negotiate resolutions to enforcement actions.

### **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. Enforces orders of divorce actions and support and paternity cases. Analyzes case data and assigns tasks to support staff to enforce orders. This includes issuing income withholding orders, 14-day notices, or initiating civil contempt proceedings by scheduling a petition for an order to show cause hearing.
2. Conducts hearings with clients to attempt to resolve the matter without formal court action. Prepares court orders reflecting agreements reached through such hearings.

3. Utilizes a variety of resources in enforcement efforts including the State Data Warehouse with information on new hires, DNR licenses, occupational licenses, workers compensation and other data, Social Security Administration, contacts with clients and employers, postal information, and other sources.
4. Identifies cases for referral to Prosecuting Attorney for issuance of a felony warrant for arrest. Prepares history of cases and efforts to secure payment to the Court.
5. May be required to appear and testify in Circuit Court. Presents cases before the court for enforcement of support orders.
6. Prepares court orders reflecting the results of court hearings.
7. Reviews incoming enforcement related mail and determines appropriate action which may include directing support staff to follow-up with client, attorney, employers or other agencies to request information or assistance.
8. Interprets court orders and creates and maintains records to ensure compliance. This includes reviewing files, processing allegations of violation, preparing correspondence to address concerns, and scheduling matters before the court.
9. Coordinates enforcement efforts with the Sheriff's Department including requests to pick up clients on bench warrants and requesting transport of clients picked up in other counties.
10. Investigates complaints involving support provisions, conducts interviews with concerned parties, and performs appropriate follow-up.
11. Determines eligible cases for submission to Federal and/or State tax intercept programs.
12. Conducts parent locator efforts through state, federal and other sources such as credit bureaus.
13. Analyzes case data to determine if client should be ordered to attend and complete education and training programs to assist in securing employment, such as Michigan Works!
14. Performs interstate enforcement activities pursuant to the Uniform Interstate Family Support Act and Hague Convention. Attends meetings to keep current on intergovernmental enforcement issues.
15. Reviews incoming documents and updates records for child support cases in which the non-custodial parent has filed bankruptcy occasionally using the Public Access to Court Electronic Records (PACER) website.
16. Utilizes MICSES and activates bench warrants into LEIN directly.

17. Attends and participates in various meetings and conferences related to enforcement activities.
18. 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:

- Associate's Degree in paralegal studies, criminal justice, or related field and two years of progressively more responsible administrative support experience 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.
- Knowledge of the principles and practices of general office procedures, and local, state, and federal laws, rules, and regulations governing the operations of the Friend of the Court Office.
- Knowledge of the State of Michigan Friend of the Court system, and court procedures and practices.
- Knowledge and skill in reviewing documents for accuracy, maintaining accurate electronic records, and providing customer service.
- Skill in assembling and analyzing data, and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, children and families and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn 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 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 in an office setting, 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 typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.