

Oceana County
Senior Enforcement Officer
FULLTIME; NON-EXEMPT; BENEFITED POSITION

POSITION DESCRIPTION: Under the supervision of the Friend of the Court, monitors and enforces compliance with court orders primarily relating to child support issues, and bench warrants. Coordinates enforcement efforts and activities with law enforcement agencies. Conducts pre-hearing interviews with clients and/or attorneys on delinquent child support accounts. Attends sessions of the court relating to child support enforcement matters as a representative of the Friend of the Court. Responds to complaints regarding child support issues.

POSTED DATE: January 7, 2021

APPLICATION DEADLINE: Posted until filled

POSITION AVAILABILITY: Immediate

CURRENT SALARY: 40 hours per week; \$20.6301 - \$26.8231 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Generates lists for enforcement notices by reviewing delinquency lists, researching case files, and reviewing requests by support recipients for enforcement on delinquent payers. Initiates enforcement activity that may include sending letters to individuals who are delinquent in making payments to request an office appearance to review records and discuss consequences of payment delinquency, initiating orders to show cause, initiating driver's license suspension, and initiating court action including bench warrants.
- Monitors and ensures the accuracy of all outstanding warrants. Updates information on the location of an individual and contacts law enforcement agencies for assistance and coordination in making arrests or to collect and verify information. Coordinates arrest of delinquent payers and assist other agencies in executing warrants. Works with Sheriff's Department to ensure they are aware of arrest activity.
- Coordinates the process of locating parent(s), including utilizing the parent locator service, conducting investigations, and assisting with reciprocal enforcement of support for other court jurisdictions in other States.
- Conducts informal hearings with clients and/or attorneys to attempt to resolve disputes concerning compliance with child support court orders. Negotiates agreements for the voluntary payment of support.
- Conducts conciliation conferences with parents to resolve issues of custody, parenting time, and child support.
- Assists in resolving custody disputes at the direction and discretion of the Friend of the Court.

- Serves as a representative of the Friend of the Court during court proceedings relating to child support enforcement matters. Provides the court with payment history and related information, present recommendations to the court on issues related to child support.
- Drafts court orders that reflect voluntary settlements, or the directives of the court that are a result of hearing.
- Educates Friend of the Court case members as to the child support enforcement process, Provides information as to the services provided by the office of the Friend of the Court as required by law, court rules, and/or other administrative policies and procedures.
- Responds to inquiries or complaints of parties, attorneys, or others involving support provisions and other enforcement procedures and activity. Conducts interview with concerned parties and determines appropriate follow-up action.
- Meets with clients requesting a formal review of their child support account, includes reviewing account adjustments, reviewing payment history and obtaining additional information as necessary to complete the review.
- Conducts home inspections to determine if the home is appropriate for parenting time.
- Maintains statistics related to enforcement and collection activities.

Minimum Qualifications:

Education:

- Bachelor's degree. Prefer course work in areas of behavioral sciences, communications, legal studies and/or criminal justice.

Experience:

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer experience in a Friend of the Court office providing domestic relations and/or support services.
- Experience with MiCSES, JIS, LEIN, SOS or related databases is highly preferred.

Other Requirements:

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

**All interested parties should submit cover letter and resume, with references,
to the following address:**

Oceana County Administrator's Office
Attn: Stacey Becker
100 S. State Street, Suite M-4, Hart, MI 49420
Or to sbecker@oceana.mi.us