



## JOB POSTING AND POSITION DESCRIPTION

### Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

**POSITION:** Bond Enforcement Coordinator

**POSTING DATE:** 01/24/2019

**DEPARTMENT:** Specialty Courts

**POSTING DEADLINE:** Until Filled

**GRADE RANGE:** Part Time – 20 hrs/wk, Non-Union Scale – R24

**FLSA STATUS:** Non-Exempt

**PURPOSE:** The Bond Enforcement Coordinator provides supervision for misdemeanor and felony offenders released on bond. This position conducts investigations, provides bond recommendations to the Court, interacts with contract agencies, prepares reports, and supervises defendants.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess excellent verbal and written communication skills with ability to clearly and coherently provide rational justification for proposed objectives and strategies.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must have excellent proofreading skills.
- Must be proficient in the use of Microsoft Office programs and possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Knowledge, experience, and ability to assist in developing programs with the intent to achieve stated objectives.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with a high volume of customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, co-workers, and others.
- Must be able to prioritize and manage the demands of a large number of court cases.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.
- Exhibit good working knowledge of LEIN.
- Must have knowledge of substance abuse, mental health pathology and drug testing best practices.
- May be required to work some evenings, weekends, and holidays.
- Possess knowledge of computer operations and have ability to document data as required.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator / adding machine, printer and copier. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing in excess of 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

This position works in an office setting but some work is conducted in an unsecured environment using sound judgment regarding the supervision of defendants, as well as utilizing standard office equipment such as telephone, computer, copier, and fax machine. Work can be performed in the community and in the offender's home/place of employment. There is automobile travel required to conduct home



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visits, attend meetings, and transport participants. The incumbent is exposed to working with individuals who are emotionally and mentally unstable. They have character/personality disorders that requires patience and training to prevent their issues from the drug testing and administrative environment. The incumbent is often exposed to defendants who have behavioral and anger management issues.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Meet with participants that are assigned to you, orientate them to program requirements and expectations, and have them complete necessary documentation
2. Ensure offenders are compliant with Court orders.
3. Follow-up on all recommendations to determine offender's compliance. Communicate with other organizations and persons concerning defendant's behavior and conditions of supervision.
4. Determine if a Bench Warrant is appropriate and process all necessary documentation. Identify/investigate violations and implement appropriate alternatives/sanctions. Prepares reports regarding violations of the supervision conditions to the Court.
5. Create detailed progress reports for use in sentencing. Testify in court hearings.
6. Conduct home visits to verify residency and stability of home environment as needed.
7. Conducts urine analysis as needed
8. Maintain/update database with client history and client fee accounting.
9. Maintain/update and provide input regarding program policy and procedures.
10. Maintain confidentiality while working with sensitive information.

### **QUALIFICATIONS / EXPERIENCE:**

Must possess a high school diploma or GED. College attendance is preferred in the field of the social sciences, but not required. Related experience in the field of social sciences is also preferred, but not required. Possession of a valid Michigan driver's license with acceptable driving record.

### **SUPERVISION:**

Work is performed under the general direction of the Specialty Courts Administrator.

### **OTHER REQUIREMENTS:**

The individual in this position is an at-will employee. Must adhere to the Court's Model Code of Conduct for Judicial Branch Employees. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

### **Send Applications To:**

**Email Resumes to: [LindleyR@vbco.org](mailto:LindleyR@vbco.org)**  
Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available from Human Resources Division  
Phone: (269) 657-8253  
Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)



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Van Buren County Government is An Equal Opportunity Employer