

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

SUPPORT ENFORCEMENT OFFICER

Supervised By: Friend of the Court and Deputy Friend of the Court
Supervises: No supervisory responsibility
Department: Friend of the Court
FLSA Status: Non-Exempt

Position Summary:

Under the direction of the Friend of the Court and Deputy Friend of the Court, performs a variety of paraprofessional services in the location, enforcement, and apprehension of support non-payers. Works with the Case Managers to enforce support orders and monitor changes in case status. Assists in preparing and serving legal papers relative to the collection of support. Responds to inquiries related to court orders, enforcement issues, case arrearages, and other activities as directed. Assists and testifies in Show Cause hearings and felony non-support cases. Enters, monitors, modifies, and removes bench warrants issued by the Circuit Court that are entered in the Law Enforcement Information Network (LEIN).

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. Investigates and locates persons pursuant to carrying out state and federal mandates required of the Friend of the Court for enforcement of court orders pertaining to support/paternity and divorce actions.
2. Arrests and transports persons with FOC bench warrants and Attorney General felony non-support warrants to the Livingston County Jail to await arraignment, plus picks up and transports persons arrested in other jurisdictions to the Livingston County Jail for same.
3. Coordinates arrests of persons through and by other law enforcement agencies when direct arrest is not practical and coordinates and effects transports of in-custody persons from those other jurisdictions.
4. Assist Case Managers in the preparation and management of FOC bench warrants by monitoring and ensuring the accuracy of those bench warrants. Enters, removes, and modifies those bench warrants from the Law Enforcement Information Network (LEIN).

5. Serves FOC legal papers, including bench warrants, show causes, interstate registrations, and subpoenas.
6. Utilizes the automated Michigan Child Support Enforcement System (MiCSES) to monitor and enforce support.
7. Interviews persons lodged after arrest on FOC bench warrants to update current MiCSES case information related to residency, employment, finances, education, and health.
8. Responds to inquiries related court orders, enforcement issues, case arrearages, and other issues.
9. Prepares, maintains, and tabulates required records and reports including, but not limited to, case histories, police records, arrests, and other correspondence related to enforcement/collection activities.
10. Prepares arraignments and/or testifies regarding FOC matters and assists with Show Cause hearings as directed.
11. Researches case files for bench warrant information and/or for the implementation of felony non-support warrants in high-arrearage cases or for persons residing out-of-state.
12. Meets with parties to discuss FOC policies and procedures, answers questions and discusses issues of complaints related to domestic relations cases and enforcement of supports orders.
13. Conducts weekly checks for active arrest warrants or other LEIN alerts (Personal Protection Orders, Probation/Parole Orders, Bond Condition Orders) of persons scheduled for FOC-Office Show Cause hearings for Case Manager security.
14. Provides added security for child support/custody hearings where participants have exhibited prior contentious behavior which has caused concern of the part of the Referees or Case Managers.
15. Provides occasional relief for Court Services Deputies, performing necessary duties, including conducting weapons scans of persons entering the Law Center facility.
16. Transports and deposits daily FOC receipts at a local bank when the armored car service is unavailable.
17. Investigates and accompanies the FOC Investigators during home visits to provide security.

18. Communicates with Case Managers to update cases regarding any new or updated information on clients in relation to detention, residency, and payment history. Reviews case files for payment history to refer to Case Managers for show cause status or the Attorney General Investigator for felony non-support warrant consideration.
19. Utilizes various resources such as LEIN, government websites, Internet, phone contacts, family and friends, and neighbor contacts, etc., to locate absent or delinquent payers for enforcement.
20. Drafts Support Enforcement Orders that reflect voluntary statements or directives of the Court that are the result of Show Cause-Second Hearings.
21. Reviews basic employment background information on prospective new FOC hires.
22. Operates and maintains a County-owned motor vehicle in the performance of required duties.
23. \Compiles and maintains statistics related to enforcement and case management activities.
24. Maintains computer database for current active bench warrant and felony non-support warrant caseloads.
25. Performs all other duties as assigned.

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 accommodation may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in Criminal Justice, Criminology, Law Enforcement, Political Science, or a related field, and five years of experience in a law enforcement or criminal justice setting.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Possess and maintain a valid Michigan Driver's License with a good driving record free from any misdemeanor or felony convictions.

- Michigan Commission on Law Enforcement Standards (MCOLES) certification is preferred, or qualified to be deputized by the Livingston County Sheriff for arrest authority.
- Possession of a legally registered service firearm and a Concealed Pistol License (CPL).
- Considerable knowledge of the principles and practices of court order enforcement for child support and care, plus local, state, and federal laws, rules, and regulations governing the operations of the Friend of the Court office.
- Substantial knowledge of the principles, practices, and techniques of modern police work to establish and maintain effective enforcement and arrest operations.
- 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 those requiring juvenile services, including the ability to lead and earn respect.
- 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, and work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database use, and the ability to learn new software programs applicable to the position.
- Ability to respond to emergencies or service needs on a 24-hour basis.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity, and stamina associated with apprehending unruly persons and criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to review documents and assess situations, and must regularly travel to other locations.

While performing the duties of this job, the employee may be exposed to dangerous situations. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties, as well as potentially dangerous interactions. The noise level in the work environment can range from quiet to very loud.