

**INGHAM COUNTY
JOB DESCRIPTION**

**COURT/ENFORCEMENT OFFICER
DISTRICT COURT**

General Summary:

Under the supervision of the District Court Administrator, monitors reports on delinquent Court payments and initiates enforcement actions. Meets with delinquent individuals to arrange payment. Locates and arrests persons on warrants as necessary. Provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

1. Reviews delinquent Court files and tickets. Locates delinquent individuals to initiate collection efforts via credit check program and other location efforts.
2. Develops payment plans for delinquent persons and re-negotiates payment plans as needed.
3. Initiates enforcement on delinquent payers and conducts show-causes on individuals in arrears.
4. Obtains and serves bench warrants on persons failing to make payment. Make arrests as necessary.
5. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment. Provides supplemental security for prisoners and witnesses as needed.
6. Takes charge of jurors during jury trials and provides for their security and needs.
7. Provides courier service as needed, including the delivery of deposits to the bank.
8. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered to LEIN and are recalled as needed
9. Provides related administrative and clerical support tasks for the Court.
10. May perform special projects, such as researching & compiling statistics, researching new products & services and preparing court reports.
11. Performs the duties of the Court Baliff as needed and directed.

Other Functions:

Performs other work duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college level coursework in police administration, criminal justice or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

Other Requirements: Must be able to be deputized and to make arrests. Must have valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electromuscular Disruption Device (Taser) and Chemical Irritant spray.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.

Ability to lift, hold and carry objects weighing up to 25 pounds.

Ability to communicate and respond to inquiries both in person and over the phone.

Ability to operate a PC/laptop and other office equipment.

Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

Working Conditions:

Work environment varies.

Regular contact with people charged and/or convicted of criminal offenses.

Traveling to or spending time tracking delinquent persons.

Exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperature increases.

May encounter physical altercations in the course of providing security or making an arrest.

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