

**INGHAM COUNTY
JOB DESCRIPTION**

COLLECTIONS AND DATA COORDINATOR – CIRCUIT COURT

General Summary

Under the supervision of the Deputy Court Administrator, monitors payment of court ordered fines, costs and restitution, and specializes in initiating enforcement activities to collect delinquent payments. Also assists in the coordination of the management information system for the General Trial Division of the Circuit Court. Serves as liaison with the MIS Department and outside system consultants. Provides user training, prepares system documentation and provides software support to department users.

Essential Functions

1. Researches, implements and monitors for effectiveness procedures that maximize the Court's ability to collect court-ordered fines and sanctions.
2. Interviews defendants and employers to determine the defendant's ability to pay court ordered fines and sanctions; informs defendant of the Court's payment policy; establishes payment plans.
3. Using the case management system, sends monthly payment notices to individuals with outstanding balances.
4. Monitors compliance with Court's collection policy and initiates enforcement actions such as sending delinquent notices, contacting defendants by phone, pursuing civil enforcement measures (garnishment), requesting issuance of bench warrants, and filing for tax intercept.
5. Attempts to locate delinquent payors.
6. Assists court management in identifying system needs in response to reporting mandates issued by controlling agencies and in automation planning, and communicates these needs to MIS staff and consultants.
7. Serves as a liaison between the General Trial Division of the Circuit Court, County MIS, and outside consultants on the information management systems currently in use and in the development of new or revised systems. Attends meetings to represent the Court's views of information system impact on the Court.
8. Maintains General Trial Division and other assigned databases, includes maintaining systems security, assigning passwords, and ensuring proper access to applications.

- Executes downloads of circuit court and other information and performs other database management functions.
9. Responds to user calls regarding software problems, works toward resolution, and works with the user to test the resolution of the problem.
 10. Provides training to system users on a one-on-one or group basis to supplement the formal training offered by MIS and outside consultants. Trains users on the computer features, software packages, system revisions, and other areas. Schedules users for more extensive training with MIS.
 11. Maintains and updates agency and court caseload lists. Generates ad hoc reports as requested. Examines problems such as reports not picking up data and related issues.
 12. Assists staff identified as forms contacts in creating forms needed for the processing and flow of court information. Responsible for placement and maintenance of forms stored in the Forms module of the case management program.
 13. Assists in the research of the court hardware and software needs and makes recommendations regarding purchases. Works with MIS on system upgrades. Attends meetings to determine how system development within the County may impact the assigned courts.

Other Functions :

14. None listed.

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: High school graduation with at least one year of advanced coursework in management information systems related coursework.

Experience: Three years of data processing experience providing knowledge of computer operations and the general and specific software programs used by the Courts, and providing knowledge of database management, word processing, and network systems, preferably in a legal or criminal justice environment.

Other Requirements:

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

Ability to access departmental files.

Ability to enter and access information from a computer.

Periods of prolonged sitting at a computer screen.

