

**INGHAM COUNTY
JOB DESCRIPTION**

TRAFFIC/REIMBURSEMENT REFEREE

GENERAL SUMMARY:

Conducts investigations in cases concerning financial status of families and non-payment of court ordered reimbursement. Files petitions for Show Cause and initiates other action as necessary to collect reimbursement due the County and State. As referee, conducts most traffic hearings and ensures that proper processing of all traffic cases occurs.

TYPICAL DUTIES:

1. Secures court orders for reimbursement for the County Child Care Fund, State ward costs, Court appointed attorney fees, and traffic Court costs.
2. Conducts follow-up of non-payment cases.
3. Seeks out sources of individual income for orders of assignment. Assists in locating employment for unemployed minors, guardians and parents.
4. Files petitions for contempt in those cases where a person willfully attempts to avoid payment as ordered by the court, and appears in court on those cases.
5. May hold inquiries and preliminary hearings, on cases other than traffic.
6. Holds traffic hearings at the direction of the Judge. (Both non-contested and contested with witnesses).
7. Works closely with police agencies, the Secretary of State, Friend of the Court, the Prosecutor's Family Support Unit, the State Department of Social Services, and Social Security Administration.
8. Supervises the processing of all paperwork in connection with traffic matters and reimbursement.
9. May be assigned to assist in other areas of the court's operation, such as scheduling, Intake, Foster Care licensing and training.
10. Attends regularly scheduled staff meetings and in-service training sessions.
11. May be required to serve process and Court orders.
12. May be required to physically restrain abusive or hostile clients.

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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.