

**INGHAM COUNTY
JOB DESCRIPTION**

COURT SERVICE OFFICER

General Summary:

Under the supervision of the Friend of the Court, the Court Service Officer shall monitor all warrants issued on support, custody and parenting time issues resulting from enforcing the legislative mandates placed upon the Friend of the Court, which duties shall include making appropriate arrests, including the transport of individuals arrested to a place of confinement. The Court Service Officer shall also coordinate enforcement efforts with law enforcement agencies, and work with Community Corrections and the Ingham County Sheriff in reducing jail population by recommending to the Friend of the Court and the Ingham County 30th Judicial Circuit Family Court Judges appropriate cases for early release of those who may have been arrested and confined on bench warrants under civil process.

Essential Functions:

12. Monitor all warrants related to support, parenting time and custody cases, insuring the accuracy of the outstanding warrants, and maintaining appropriate files and information on cases with bench warrants.
13. Entering accurate and correct information into the LEIN process at the time of both the issuance of warrants by the Court, and at the time of closing of cases either by dismissal of the bench warrant, or by service thereon upon the individuals named therein.
14. Coordinate the process of locating persons for whom bench warrants may have been issued, conducting investigations into their background or possible whereabouts, and developing information from all possible sources to assist in parent location.
15. Monitor civil contempt jail population and recommend candidates for work/other release.
16. Arrest and transport individuals for non-support and assist other agencies in executing their warrants.
17. Maintain contacts with other law enforcement agencies to coordinate enforcement efforts.
18. Assist in placing liens on vehicle registrations and/or drivers' licenses in appropriate cases where there has been a failure to appear on show causes and inability to arrest for bench warrants.
19. Appear in Court to present appropriate information in Friend of the Court cases.
20. Perform such other duties as directed by the Friend of the Court as the circumstances and needs may arise.

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Other Functions:

21. None listed

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

EMPLOYMENT QUALIFICATIONS

Education: Associates' Degree in Criminal Justice or related area.

Experience: Two to three years of progressively more responsible experience to include a combination of child support enforcement experience as well as experience in criminal law and enforcement.

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.

Valid Michigan Driver's License (copy of driving record required)
Able to pass Court Security Screening
Knowledge of the CSES Enforcement System

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 of more of these requirements]:*

This position requires the ability to perform the essential functions contained in this description. These include the ability to provide self-defense, climbing stairs and otherwise accessing buildings in order to conduct investigations and arrests; driving to other communities for the purposes of prisoner transport; walking extensive distances to investigate cases; physically restraining individuals who may be attempting to resist arrest; ability to access office files.

Working Conditions:

Exposure to individuals who may resist arrest or need physical restraint; exposure to various weather conditions while conducting field work; exposure to individuals who may have emotional handicaps; and a willingness to work non-regular hours as required by a supervisor.