

**INGHAM COUNTY
JOB DESCRIPTION**

ENFORCEMENT SPECIALIST - FOC

General Summary :

Under the supervision of a Casework Supervisor or other supervisory staff, may be assigned to enforce court orders pertaining to child support, spousal support, and child care. Monitors cases to ensure compliance with the court order and follows up with enforcement action. Determines whether to delay or proceed with enforcement actions such as orders to show cause, or warrants. Responds to inquiries related to court orders, enforcement issues, case arrearages, and other activities, or may be assigned to parent location and interstate enforcement, includes serving as liaison with enforcement agencies of other states and providing enforcement on cases registered in Michigan and providing parent location efforts.

Essential Functions :

1. Reviews cases scheduled for enforcement and determines whether to delay or proceed with enforcement action on child support and other provisions, includes issuing, income withholding orders and modifications, scheduling a petition for an order to show cause hearing, and initiating bench warrants.

Regularly confers with parents, attorneys, related agencies, and others regarding domestic relations actions to answer procedural questions and provide specific case information on child support, court orders, balances, adjustments, hearings, and related areas. Meets with clients to go over specific problems regarding their case.

2. Reviews enforcement related reports such as status and delinquency reports and determines whether to allow case to proceed for enforcement action or whether to re-set action.
3. Reviews the report on cases due to receive show cause to determine whether to delay enforcement or to proceed with show cause.
4. Discusses with clients scheduled for court possible alternatives in the matter without formal court action. Verifies information, and determines if further enforcement action is appropriate. May set up alternative payment plan.
5. Reviews cases that are not charging support to determine if the case need to be closed or made inactive.
6. Reviews cases scheduled for court action to determine if case should proceed and that all necessary documents are in the file.

7. May appear and testify in Circuit Court and referee hearings on child support matters.
8. Reviews parent locator service information and initiates enforcement action as appropriate.
9. Assists with out-of-state enforcement actions, initiates interstate enforcement actions, and assists other agencies with interstate enforcement actions.
10. Requests and mails income withholding orders and coordinate file information maintenance with support staff.
11. May be assigned to parent location and interstate enforcement which includes:
Monitors interstate cases through communication with agencies in other states for enforcement and status updates. Initiates and monitors enforcement actions which may include income withholding orders, redirection of support, and registration of foreign support orders in Michigan. Serves as liaison with enforcement agencies of other states.
12. Takes action to locate payers to enforcement action. Utilizes federal and state locator services, Secretary of State records, workers compensation records, telephone directories, the internet and other sources for location efforts. Contacts jails, prisons, parole offices, and other agencies to attempt to locate clients.
13. Initiates and monitors enforcement of cases of other states registered in Michigan. Assists other states in obtaining location information on individuals in Michigan.
14. Meets with parties to discuss potential resolution of warrants, including options such as voluntary hearings, lump sum payments, orders of income withholding, and related actions.
15. Reviews files for interception of tax refunds and determines whether to edit or delete cases scheduled for intercept, and may initiate withholding orders on unemployment compensation, workers compensation payments, and other sources. May initiate lien or seizure on property and refers to attorney for action.

Other Functions :

16. 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 college level coursework in human services, accounting, legal studies or related areas.

Experience: Two years experience in a capacity providing familiarity with the legal system, accounting, domestic relations, and data processing systems.

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 retrieve information from computer.

Ability to access all areas of the office and court.

Working Conditions:

Works in office conditions.

Exposure to clients in various emotional states who may be verbally abusive, hostile, or prone to assault.