

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR CASE EXAMINER

General Summary:

Under the supervision of a Casework Supervisor, regularly performs all functions of Enforcement Specialists in enforcing court orders regarding child support, spousal support and child care. Serves as a mentor to Enforcement Specialists including answering questions and providing direction on a case file. Conducts pre-Show Cause conferences to resolve support issues. Reviews and determines the necessity of preparing orders for driver's or professional license suspension or submission of cases for felony bench warrants.

Essential Functions:

1. Oversees the training and development and acts as a team leader for Enforcement Specialists. Provides assistance and instruction with the more difficult cases or problems that arise.
2. Conducts pre-show Cause conferences with payers who are delinquent in payments on child support, spousal support or arrears due the State.
3. Reviews completed affidavits and interprets to the payer their obligation under the court order. Verifies information provided and formulates proposed resolutions to remedy delinquent payments. Considers remedies such as wage garnishment order, lump sum payment, and other alternatives. Adjourns or dismisses hearings based on appropriate circumstances.
4. Structures agreements between the parties as possible and submits signed agreements to the Judge for signature.
5. Follows up on all cases scheduled for Show Cause hearings, Bench Warrant hearings and Referee hearings. Sends out wage assignment orders, processes bench warrants, sends out dismissal notices and refers files to FOC attorneys for legal actions.
6. Reviews files to determine whether a license (drivers, sports or professional) should be suspended and completes necessary documentation.
7. Reviews files to determine whether delinquent or arrearage cases should be referred to the Prosecutor for issuance of a felony bench warrant and prepares in-depth documentation for use in prosecution.
8. Consults with staff attorneys regarding legal issues and interpretation of court orders.
9. Testifies in court on matters relating to payment history, past enforcement efforts or other issues relating to a case.
10. Initiates contacts with local, county, state and federal offices regarding matters relating to delinquent support cases. Gathers and verifies information.

11. Provides information and assistance to clients and their family members and attorneys. Clarifies and explains office policy and procedure and provides counsel as appropriate.
12. Participates with formulating policy and procedure changes to enhance enforcement efforts.
13. Performs all of the essential job functions as listed for the Enforcement Specialist.

Other Functions:

14. 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: Two or more years of college level coursework in the human services, business, legal studies or related areas. Bachelor's Degree preferred.

Experience: Two to three years of experience in a capacity providing familiarity with family law and the legal system, accounting, domestic relations or a closely related area.

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 department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the court.

Working Conditions:

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.