

**INGHAM COUNTY  
JOB DESCRIPTION**

**INVESTIGATOR-PROSECUTOR'S OFFICE**

**General Summary**

Under the supervision of the Administrator, makes inquiries into cases relating to child support or paternity matters. Locates individuals and serves civil papers on them. Conducts investigations as assigned in support cases and assists in trial preparation in felony non- support and paternity cases. Serves subpoenas and interviews witnesses in cases being investigated.

**Essential Functions**

1. Investigates felony non-support cases including examining Friend of Court documents, interviewing enforcement case workers, reviewing payee questionnaires, testifying in court, and conducting other background checks.
2. Communicates with police agencies, employers, temporary employment agencies, and others regarding location efforts. Works with the Sheriff's Department regarding the pick-up of individuals on warrants.
3. Assists in investigating contested paternity cases and finding individual alleged to be the father. Prepares reports on investigative efforts and results.
4. Regularly tracks and locates respondents relating to the Family Support statute and serves complaints and summons.
5. Serves paternity complaints and summons on respondents relating to the Paternity statute. Serves subpoenas in paternity and related child support cases. Investigates earnings records of responsible party in support cases.
6. Serves Circuit Court papers on in-coming case from out-of-state regarding the Uniform Reciprocal Enforcement of Support Act.
7. Develops and maintains contact with informants and area law enforcement agencies including federal, state and local jurisdictions. Works closely with the local business and industrial sector and the Circuit and District Courts.
8. Acts as a liaison with the Family Independence Agency case workers and staff personnel on cases related to child support or paternity. Interviews clients as appropriate.
9. Provides assistance as necessary to the Support Investigators with the administration of their cases. May assist caseworkers and other staff in dealing with particularly irate or abusive individuals.

10. Attends conferences and workshops related to the work. Networks with investigators in other counties in the state to stay abreast of ongoing efforts to address matters relating to child support and paternity cases.

### **Other Functions**

11. None listed.

### **Employment Qualifications**

**Education:** Two or more years of college coursework in criminal justice or a closely related field.

**Experience:** Two years of law enforcement/investigative experience providing familiarity with investigative techniques and the criminal justice system.

**Other Requirements:** Valid Michigan driver's license. Eligible to obtain a concealed weapons permit.

*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 operate a motor vehicle and travel throughout the County.

Climbing stairs in order to serve papers.

Prolonged sitting or standing while conducting surveillance.

Walking in various areas to serve papers.

Ability to enter and retrieve information from a computer.

Ability to access filing systems.

### **Working Conditions:**

Exposure to varied weather conditions while serving papers and conducting investigations.

Contact with angry and threatening individuals.

Exposure to a variety of residences and other sites including those in high crime areas.

Regular contact with individuals with a variety of diseases that may be blood borne or airborne.