

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **ENFORCEMENT CLERK**

DUTIES: See attached job description

QUALIFICATIONS: Associate's Degree with a concentration in business/accounting. Consideration will be given to a high school graduate with at least three years of work experience in a related field similar to work performed in the Friend of the Court office. Must possess strong computer skills and be able to follow and comprehend legal procedures. Proficient typing skills are required of a speed that does not hinder the efficient performance of duties. This position involves significant contact with the general public so the candidate should possess skills to effectively communicate with persons of diverse cultures. All Friend of the Court employees must successfully pass an extensive background check prior to hire.

HOURS: Thirty-five (35) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: Start date of 1-3-2022 starting \$15.24 per hour

Applications for the position of **ENFORCEMENT CLERK** will be accepted through November 22, 2021 by 3:30 p.m. at the Delta County Friend of the Court Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

## **JOB DESCRIPTION**

**POSITION:** Enforcement Clerk

**GENERAL SUMMARY:** Under the general supervision of the Friend of the Court Director, performs a variety of investigative, enforcement, and data entry and processing duties on domestic relations cases in the Friend of the Court office. The Enforcement Clerk position independently initiates, prepares, and processes support enforcement actions. Each enforcement clerk is assigned a caseload, and the enforcement clerk serves as the primary contact of the Friend of the Court Office with their assigned clients. As necessary, this position provides back-up assistance to other union positions within the office and performs general office duties.

**PRINCIPAL DUTIES:** Under the general supervision of the Friend of the Court Director, duties include, but are not limited to:

A. Primary Enforcement Duties:

1. Identifies, initiates, and prepares support enforcement actions.
  1. Independently corresponds with and prepares and distributes appropriate notices to clients/employers/attorneys/agencies for enforcement action
  2. Obtains employment, income, addresses, childcare, health care coverage, and general background information on clients utilizing the statewide computer system(MiCSES).
  3. Monitors, prepares and processes audits and account adjustments on cases
  4. Prepares, processes, and modifies Income Withholding Notices
  5. Identifies, prepares, and processes appropriate enforcement actions (i.e., motions to show cause and interstate actions)
  6. Reviews and monitors client/attorney/agency reports and correspondence
  7. Monitors, audits, and processes clients' abatements and/or redirections of support
  8. Updates database, including, but not limited to, entering new support orders and modifications to support orders, case notes and enforcement actions both on and off the statewide system. Prepares necessary reports (i.e., weekly hearings lists, monthly fee/collection reports, and court hearing reports)

B. Secondary Enforcement Duties:

1. Assists the Enforcement Specialist Caseworker on review and modifications/motions and requests

2. Assists the Enforcement Specialist Caseworker on health care enforcement and modification

C. General Office Tasks:

1. Performs a number of routine office tasks; addressing client/attorney/agency inquiries and telephone calls

2. Prepares correspondence to clients/attorneys/agencies

3. Receives and receipts payments as needed

4. Enters computer and file data (i.e., case notes, enforcement notices/action)

5. Processes mail

D. Other Tasks:

1. Occasionally acts as backup to the Co-Legal Assistant to Friend of the Court Director by screening calls and redirecting inquiries to the Friend of the Court Director

2. Provides back-up assistance to other union positions within the office as directed by the Friend of the Court Director.

1. Performs other tasks as may be assigned by the Friend of the Court Director

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE PERSON ASSIGNED THIS CLASSIFICATION. THEY ARE NOT TO BE CONTRUED AS AN EXHAUSTIVE LIST OF ALL JOB DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

**MINIMUM QUALIFICATIONS:** Associate's degree with a concentration in business/accounting. Consideration will be given to a high school graduate with at least three years of work experience in a related field similar to work performed in the Friend of the Court office. Must possess strong computer skills and be able to follow and comprehend legal procedures. Proficient typing skills are required of a speed that does not hinder the efficient performance of duties. This position involves significant contact with the general public so the candidate should possess skills to effectively communicate with persons of diverse cultures. All Friend of the Court employees must successfully pass an extensive background check prior to hire.

**CLASSIFICATION:** Level 3, Step 1