

JOB DESCRIPTION: ENFORCEMENT OFFICER SUPERVISOR

FULL TIME EMPLOYEE: GRADE 8 THRU STEP 9

HOURLY PAY RANGE: \$24.47 - \$30.59

The Hillsdale County Friend of the Court Office (FOC) is responsible for the enforcement of domestic relations orders of the 1st Judicial Circuit Court. Additionally, the FOC Investigates parties and circumstances involved in domestic relations cases and makes recommendations to the Court regarding custody, parenting time and/or support. The Enforcement Officer Supervisor plays a key leadership role in helping the FOC team meet these statutorily mandated duties. The primary duties of the Enforcement Officer Supervisor, while performing, in conjunction with a Financial Account Officer, the below listed Enforcement Officer duties for a case load of approximately eight hundred cases, are:

- ~ Supervises the activities of the other two enforcement officers to ensure the necessary enforcement work is processed in a timely, effective, and efficient fashion
- ~ Acts as the primary contact for recognizing enforcement officers' accomplishments and initiating corrective or disciplinary action when needed.
- ~ Responds appropriately to the most complex and difficult enforcement situations for the Office's 2,700 + caseload. Will consult with the Deputy Friend of the Court and the Friend of the Court Director, as needed, to effectively and efficiently respond to all enforcement situations.
- ~ Ensure, through self-initiation or delegation, that all data is collected and compiled to complete required enforcement reports for the Office.
- ~ Acts as the Office's primary enforcement related contact with the Michigan Office of Child Support.
- ~ In conjunction with the other Lead Supervisor, Deputy Friend of the Court, and the Friend of the Court Director, assist in the development and implementation of innovative collection of child support programs, as well as initiatives to enhance the processing of custodial/parenting time complaints.

The above duties are performed in addition to the enforcement officer duties:

- ~ Meeting with all clients at the inception of a case to explain Friend of the Court procedures and help identify and facilitate areas of agreement relative to the terms of custody, parenting and support.
- ~ Reviewing and approving as to form, initial and subsequent judgements of custody, parenting time and/or support.
- ~ Facilitate parties' interactions and draft stipulated domestic relations orders.
- ~ Initiate and respond to Interstate Support actions under the Uniform Interstate Family Support Act (UIFSA).
- ~ Utilize the automated Michigan Child Support Enforcement System (MiCSES) to monitor and enforce support.
- ~ Petition the court to assist in the enforcement of delinquent payers of support and non-complying sources of income.
- ~ Working independently, and in conjunction with The Friend of the Court, counsel with the individual parties of a case to enforce custody and parenting time provisions of a governing court order.

- ~ Conduct home investigations and conference directly with the parties of individual cases to explain custody and parenting time parameters.
- ~ Attempt to mitigate conflicts between parties through referral to Alternative Dispute Resolution (ADR) processes or petition the Court directly for a hearing.
- ~ Correspond and work with Law Enforcement, Prosecutors, the Michigan Department of Health and Human Services, the Michigan Attorney General's Office, the State and Federal Offices of Child Support and other governmental agencies to perform the above duties.

The position reports directly to the Deputy Friend of the Court and the Friend of the Court Director. The position requires acumen in working with computers and the ability to independently formulate clear solutions to complex problems. The Enforcement Officer Supervisor must demonstrate strong client relations skills as the Supervisor works with individuals of diverse backgrounds often in high conflict relationships.

The above duties, responsibilities and qualifications are intended to describe the general nature and level of work to be performed by an enforcement officer supervisor. They are not to be construed as an exhaustive list of all duties that may be assigned to, or required to be performed, by the supervisor.

Application for this position may be made by submitting a cover letter and resume to: Shaila Arnold, Interim Director, 15 Care Drive, Hillsdale MI 49242 or email in WORD OR PDF format to arnolds2@michigan.gov