

**Allegan County  
48<sup>th</sup> Circuit Court  
Friend of the Court Office**

**Job Title:** Enforcement Specialist

**Reports to:** Deputy Friend of the Court

**Summary**

Monitors client compliance with domestic relations and parenting time orders. Explains court orders to clients, issues, tracks and recalls bench warrants, appears at show cause hearings and performs parent locator functions. Required to initiate the enforcement of support and/or parenting time orders.

**Principal Duties & Responsibilities**

1. Monitors accounts and support delinquency reports, accepts non-support complaints from payees, verifies arrearages, verifies employment status and issues delinquency and non-compliance notices.
2. Meets with clients who are in arrears to explain and discuss orders, options to change orders, enforcement policies and procedures and potential penalties for non-compliance with court orders.
3. Update cases with employer information to generate and process income withholding notices. Monitor for compliance with orders, notify employers of non-compliance and initiates enforcement procedures, including initiating and processing show cause proceedings.
4. Appear in court to provide testimony regarding case facts and history. Prepares orders following court hearings and issues following approval.
5. Utilizes preliminary methods, such as new hire data, credit searches, social security searches, postal locator services, the internet and other approved resources to locate absent or delinquent payers for enforcement. Register interstate cases for enforcement in other states, as well as processing and enforcing cases for other states.
6. Receives and verifies complaints of non-compliance with parenting time orders. Meets with parties to discuss alleged violations, explain parenting time orders and attempts to informally mediate voluntary compliance with court orders.

**Other Duties of the Job:**

Meet with client and prepare and process stipulation agreements when requested between the parties, not requiring a court order.

Process, establish and enforcement of inter-state cases.

Register interstate cases for enforcement, and set up new cases that have been sent in form other states.

Processes Income Withholding Orders and Orders of Show Cause.

Assists in other areas of the FOC office as required.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.*

### **Qualifications**

**Education:** Associates degree in human services or other related field. Bachelors degree is desirable.

**Experience:** One year of case processing experience, preferably in a Friend of the Court office or closely related setting.

*The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*