

JACKSON COUNTY

COLLECTIONS OFFICER – DISTRICT COURT

General Summary

Under the supervision of the Deputy Court Administrator, reviews files and tickets on which individuals are delinquent in paying money owed to the Court, attempts to locate such individuals, and meets with them to set up payment plan and explain consequences of not paying. Monitors reports on delinquencies of payments and initiates enforcement action. Locates and arrests persons on warrants as necessary.

Essential Functions

1. Reviews files and tickets that are delinquent upon referral of Deputy Clerk or a Judge from the bench, or upon voluntary request of defendant seeking payment plan.
2. Locates delinquent individuals and contacts them by letter and/or telephone to initiate collection efforts. Utilizes credit check program and other location efforts.
3. Conducts interviews and offers guidance to delinquent persons.
4. Enrolls individuals delinquent on fines or costs on a payment plan. Reviews accounts and income, collects information on employer, reviews payment obligations, and establishes payment plan.
5. Reviews computer generated reports of payment records and contacts individuals to learn of reason for delinquency and attempts to get payment. May re-negotiate payment plan based on changing conditions.
6. Initiates enforcement on delinquent payers and conducts show causes on individuals or people who are in arrears on their payments or have not paid fines and costs.
7. Obtains and attempts to serve bench warrants on persons failing to make payment or to pay their fines and costs.
8. Attempts to locate persons with outstanding bench warrants and makes arrests. Attempts to locate and arrest persons who have outstanding probation violation warrants. May appear in court with delinquent person.
9. Provides court security as supplement to Court Officer and to provide additional security on high profile cases.
10. Makes bank deposits and performs other security related functions.

Other Functions

11. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Some college level coursework in criminal justice with Associate's Degree preferred.

Experience: Two years as a law enforcement officer. Completion of MLEOTC training.

Other Requirements: May be asked to be deputized. Possession of a valid Michigan driver's license.

FLSA Status: Non-exempt.

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 departmental files.

Ability to enter and retrieve information from computers.

Ability to travel to various locations to locate and arrest individuals.

Ability to restrain individuals while making arrests.

Working Conditions:

Works in office conditions and works outside in various weather conditions while attempting to locate individuals and make arrests.

Human Resources

Dept. Head