

JACKSON COUNTY

CHIEF ENFORCEMENT SECURITY OFFICER

General Summary

Under the direction of the District Court Administrator, supervises casework activity of district court collection officers, manages partial caseload, oversees scheduling of court officers, works as liaison to private security firm who provides courthouse security. Assists with the development and implementation of procedures that govern the collection and court officer departments. Responsible for financial records of the collections department.

Essential Functions

1. Supervises collection officers, court officers, and clerical support. Participates in the hiring process and is responsible for training, assigning work, scheduling, reviewing and evaluating performance and dealing with employee relations issues.
2. Drafts policies and procedures for the collection department and court security in coordination with the District Court Administrator, and analyzes and prepares recommendations on program needs. Reviews current court cases and statutes which impact departmental procedures.
3. Assists with the administrative functions of the collection department and court security issues such as overseeing the preparation of activity reports, preparing preliminary budget requests, and related functions. Assists in planning and developing new programs related to the collection department and court security for the district court and the courthouse.
4. Counsels and assists staff on the more difficult or complex assignments.
5. Coordinates the evaluation, recommendation and utilization of referral agencies and programs.
6. Serves as Collections Department and court security liaison with law enforcement agencies, other courts, and others.
7. Oversees the maintenance of collection department records.
8. Coordinates court security on high profile/high risk court matters for all courts.
9. Regularly performs the functions of a District Court Collection Officer and Court Officer.

Other Functions

10. 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: Bachelors Degree in human service, criminal justice, business, public administration or related area.

Experience: Two to three years management experience in a court related or business setting. Collections and court security experience preferred.

Other Requirements: May be asked to be deputized. Possession of a valid Michigan drivers license. Must pass the initial Law Enforcement Information Network certification test and re-certify annually.

FLSA Status: 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 courtroom.

Ability to enter and retrieve information from a computer.

Ability to restrain and arrest individuals.

Ability to access County jail.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

Human Resources

Department Head