



**EATON COUNTY**  
invites applications for the position of:

## **Enforcement Caseworker - Friend of the Court**

**SALARY:** \$15.86 - \$18.88 Hourly  
\$32,988.00 - \$39,272.00 Annually

**OPENING DATE:** 01/02/14

**CLOSING DATE:** 01/23/14 11:59 PM

### **GENERAL SUMMARY:**

Under the supervision of the Friend of the Court, assists in the enforcement of court order pertaining to child support. Monitors cases to ensure compliance with the court order and follow up with enforcement actions. Initiates enforcement actions such as income withholding orders, orders to show cause or warrants. Responds to inquiries related to enforcement procedures, case arrearages and other activity. Attempts to negotiate resolutions to enforcement actions.

### **ESSENTIAL FUNCTIONS:**

### **MINIMUM QUALIFICATIONS:**

Must be a high school graduate, or equivalent. Prefer some advanced coursework in interpersonal communications or human services areas.

Some prior experience in a capacity providing familiarity with the court system. Some experience with data processing systems and accounting.

*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/WORKING CONDITIONS:**

#### **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 computer.
- Uses a step ladder to access files up to 8 feet high.
- Ability to access all areas of the office and court.

#### **Working Conditions:**

- Works in normal office conditions.
- Regular exposure to clients in various emotional states who may be verbally abusive or hostile.

Eaton County is an Equal Opportunity Employer

Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.eatoncounty.org>

Position #

ENFORCEMENT CASEWORKER - FRIEND OF THE COURT

SM

1045 Independence Blvd.  
Charlotte, MI 48813

[echr@eatoncounty.org](mailto:echr@eatoncounty.org)

---

### **Enforcement Caseworker - Friend of the Court Supplemental Questionnaire**

- \* 1. Have you completed advanced coursework in interpersonal communications or human services areas? Please provide details.
  
- \* 2. Please describe your familiarity with the court system and relevant work experience. .
  
- \* 3. Please describe your experience with data processing systems and accounting
  
- \* Required Question