

**COURT JOB POSTING**  
**KALAMAZOO COUNTY DISTRICT COURT**  
**Collection Officer**  
**K07 10871-002**  
**\$35,235.20 / \$16.94 - \$47,569.60 / \$22.87**

**REPORTS TO:** Deputy Court Manager

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Approve/Negotiate/Decline requests made by defendants for payment plans/community service in an effort to satisfy outstanding debt, with periodic monitoring for compliance. Identify and determine course of action regarding delinquent accounts. Schedule financial show cause hearings and conduct the hearing in the absence of a judicial officer. Initiate and prepare bench warrants based upon failure to make payments as ordered. Initiate State of Michigan Income Tax Garnishments.

**MINIMUM QUALIFICATIONS OR PREVIOUS EXPERIENCE:**

Bachelor's degree in business, public administration or criminal justice; or four years demonstrated experience in marketing, financial collections or criminal justice; or comparable combination of experience, education and training. Knowledge of collections and proficient use with computers. Excellent written and oral communication skills, problem solving and decision making skills required. Leadership and organizational qualities and effective interviewing techniques necessary along with knowledge of legal processes preferred. Reliable transportation and valid Michigan driver's license is preferred.

**Please submit resume and letter of interest by 5:00 p.m. May 9, 2014 to:**

**Tina Keifer**  
**Court Administrator**  
**150 E. Crosstown Parkway**  
**Kalamazoo MI 49001**

**THIS POSTING SHOULD NOT BE CONSIDERED A JOB DESCRIPTION OR AN ALL INCLUSIVE LISTING OF DUTIES TO BE PERFORMED.**

The 8<sup>th</sup> District Court is an equal opportunity employer. The court does not discriminate based upon race, color, sex, age, religion, national origin, marital status, height, weight, disability or sexual orientation.