



## COUNTY OF ST. CLAIR



### HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: **18-032**  
TITLE: **Judicial Enforcement Analyst**  
DEPARTMENT: Friend of Court – 201 McMorran Blvd. Port Huron, MI 48060  
WAGE RANGE: I-E; \$30,504 - \$40,141 (Annually Adjusted)  
HOURS: Full Time  
APPLY BETWEEN: May 11, 2018 through and including May 24, 2018  
OTHER INFORMATION: Open to St. Clair County Employees and the Public with first consideration given to FOC TPOAM.

- *The Judicial Enforcement Analyst posting is in compliance with the St. Clair County hiring policy guidelines instituted by the Board of Commissioners.*

#### POSITION SUMMARY:

Performs a variety of enforcement related tasks, customer service and case working. Monitors and enforces court orders and directives pertaining to child support, parenting time, custody, child care and health care. Responds to inquiries on case specific basis in person and/or by telephone. Maintains case load, calendars and statistics.

#### EXPERIENCE, SKILLS, EDUCATION:

- Bachelor Degree from a regionally accredited college or university in psychology, social work, business, accounting or related behavioral or business degree preferred.
- Associate Degree from a regionally accredited college or university in psychology, social work, business, accounting or related behavioral or business degree required.
- 1 to 3 years of previous work-related skill, knowledge or experience is required.
- The court at its discretion may consider an alternative combination of formal education and work experience.

#### CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.

**(For a comprehensive Job Description please visit <http://www.stclaircounty.org/Offices/hr/jobdescriptions.aspx>)**

**SPECIAL NOTICE TO APPLICANTS:** When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.). The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

**An Equal Opportunity Employer**

**Apply On-line: <http://www.stclaircounty.org/Offices/hr/jobs.aspx>**

**St. Clair County Human Resources Department**

**200 Grand River Avenue, Suite 206, Port Huron, MI 48060 Phone: 810-989-6910 Fax: 810-966-2904**

**Email: [hrrecruitment@stclaircounty.org](mailto:hrrecruitment@stclaircounty.org)**

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