

**Allegan County
48th Circuit Court
Friend of the Court Office**

Job Title: Enforcement Specialist

Reports to: Friend of the Court

Summary

Completes various tasks related to the enforcement of health care coverage provisions/medical support in court orders, such as uninsured medical and medical reimbursement. Coordinates and completes various tasks related to specialized enforcement by researching and implementing various specialized enforcement programs, services, and objectives. Monitors cases with consistent non-payment and enforcement remedies referred to specialized enforcement. Registers interstate cases for enforcement in other states, as well as processes and enforces cases for other states. Initiates enforcement action in various scenarios and schedules and appears at required court proceedings.

Principal Duties & Responsibilities

1. Researches and implements various specialized enforcement programs, services, and objectives. Monitors cases with consistent non-payment and enforcement remedies referred to specialized enforcement. Specialized enforcement can include various levels of involvement and case specific scenarios, such as FOC probation in accordance with MCL 552.635a and MCL 552.633(2)(h), out-of-office visits with other partner agencies, specialized tasks related to new projects and completing various computer reports to maximize enforcement efforts.
2. Completes intergovernmental casework as assigned by researching necessary actions, registering intergovernmental cases in other states, and processing and enforcing cases for other states in Michigan.
3. Verify, enter, and document health care coverage on all new cases entered on the computer system. Complete daily alerts in the computer system related to health care coverage and claims. Process address changes and health care coverage changes. Prepare a yearly report regarding all medical activity and enforcement.
4. Monitor compliance with health care coverage for minor children and track medical reimbursement arrearages, including scheduling parent or employer meetings, sending appointment notices or initiating enforcement action. Accepts correspondence from parties and issues non-compliance notices to payers and employers.
5. Meets with parties to discuss orders, options to change orders, enforcement process, and potential consequences for non-compliance with court orders. Enforces uninsured medical claims.
6. Update employer information in the computer system. Notify employers of non-compliance with a court order. Communicates effectively with the other

- enforcement officers to update information as necessary including income withholding information.
7. Reviews and responds to written, faxed, or telephone correspondence regarding provisions of court orders. Meet with parties, at their request, to prepare stipulations.
 8. Schedule hearings before the referee and send out proper notice. Prepare information for hearings. Appear in court and provide information and testimony as requested. Prepare court orders and obtain appropriate signatures for entry. Distribute court orders to appropriate parties.
 9. Communicate effectively with parties, employers, attorneys, insurance companies, other counties and courts, state agencies, and other intergovernmental agencies regarding health care coverage, medical support and uninsured medical issues, probation type information, and new and special programs as they become available. Ability to clearly explain the case status, enforcement process, and procedures.

Other Duties of the Job:

Complete training to become a Local Options Administrator in MiCSES.

Processes and enter court ordered account charges for medical coverage, birth expenses, and court costs.

Research and implement new and special programs, and partner relationships in the FOC office.

Assists in other areas of the FOC office as required.

Perform duties of an enforcement officer in a back-up capacity.

Trained as a back-up for other positions in the FOC office.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Associates degree in human services or other related field. Bachelor's degree is desirable.

Experience: One year of experience, preferably in a Friend of the Court office or closely related setting.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.