



## GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

### Compliance Officer: District Court

#### GENERAL SUMMARY

Primary functions of the job are to supervise Defendants and monitor compliance of Court ordered terms and conditions. May assist with monetary reimbursements or collections for the Court, assist individuals to establish payment plans, and enforce established payment plans.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Meets regularly with Defendants to discuss and monitor their compliance with Court ordered terms and conditions. Obtains, reviews, and discusses attendance records, treatment status/progress reports with Defendants, treatment agencies and others involved.
- Informs Defendants of compliance violations and consequences. Sends failure to report and show cause notices to Defendants violating Court orders.
- Communicates with service, treatment, criminal justice service and community service agencies, and schools to verify attendance at Court ordered programs, discuss conflicting information, document problems, and to discuss treatment matters.
- Refers Defendants to alcohol and drug assessments and counseling, employment agencies/opportunities, and other programs to address specific needs of Defendants.
- Refers Defendant non-compliance reports, discusses non-compliance cases with staff and determines appropriate reaction, including Court violation proceedings.
- Authorizes initiation of Court violation proceedings, including issuance of show cause notices. Meets with Defendants prior to show cause hearings to discuss violation issues and compliance terms and conditions.
- Answers the telephone and provides Court case information, procedural information and other Court related information.
- Review case files of Defendants scheduled to be discharged from supervision to determine degree of compliance with ordered terms and conditions and eligibility for discharge. Consults with Court Staff regarding Defendants who have not complied with all conditions.
- Provides comprehensive assistance, including establishing payment plans, enforcing payment plans and explaining complex policies, guidelines, and standard practices, both verbally and in writing.
- May take payment for Community Corrections In-Home device and tether fees only.



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### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associates Degree in criminal justice, law enforcement or a related human services field
- Two to four years of directly related experience

### CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

### DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations. This requires the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)
- May be exposed to criminal suspects or prison inmates.

### KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of District Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in researching and resolving problems in order to ensure compliance



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- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, and regulations within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to effectively assess and guide both individuals and their families in their area of expertise
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
- Knowledge of generally accepted accounting and bookkeeping principles
- Ability to detect errors, determine causes, and make corrections as appropriate
- Skill in use of personal computer software, including spreadsheet development, word processing and document imaging.
- Skilled in researching and resolving problems in order to ensure compliance