



Wexford County

HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE

Mike Bengelink, Chair

NOTICE OF MEETING

The Human Resources/Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, May 26, 2020 beginning at 4:00 p.m. in the Circuit Courtroom, Third Floor, 437 E. Division St., Cadillac, Michigan.

In accordance with the Governor’s executive orders regarding shelter in place and social distancing to prevent further spread of the COVID-19 virus and allowing public meetings to be conducted remotely, this meeting can be attended remotely by Wexford County Commissioners, staff, and the general public. There are three ways to participate:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 6307060616#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 6307060616.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 6307060616.
- **YouTube Viewing.** Go to <https://wexfordcounty.org/> circuit court page and click on the link.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE FEBRUARY 25, 2020 REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS

The Committee welcomes all public input.

- G. AGENDA ITEMS
 - 1. Sheriff's Department Monthly Report (*Sheriff/Undersheriff – April 2020*) 4
 - 2. North Flight Monthly Update (*P. Owens – April 2020*)..... 9
 - 3. Emergency Management Monthly Report (*T. Baker – May 2020*)..... 11
 - 4. Central Dispatch Monthly Report (*D. Alworden – April 2020*) 12
 - 5. Veterans Services Monthly Report (*K. Myers – April 2020*)..... 14
 - 6. Resolution 20-15 Extending Appreciation for Janet Kelly’s Dedicated Service 15
 - 7. Friend of the Court Reclassification 17
 - 8. Additional Prosecuting Attorney Discussion
- H. CORRESPONDENCE
 - 1. Medical Examiner’s Office Report (*L. Kaspriak – April 2020*) 64
- I. PUBLIC COMMENTS
- J. ADMINISTRATOR’S COMMENTS
- K. COMMITTEE COMMENTS

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.

- L. CHAIR COMMENTS
- M. ADJOURN



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

April

2020

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 26 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 15 Deputies and 2 Court Bailiff's.

In April, the Law Enforcement Division received 385 calls for service. Of those calls, 135 reports were taken. As a result of those complaints taken, 12 arrests were made, and 16 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	385
Total Complaints Taken	135
Felony/Misdemeanor Arrests	12
Citations Issued	16

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	0
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	4
Intelligence Reports	18
Arrests	0
Assist Other Agencies	9

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

Total Civil Papers Received	63
Total Civil Papers Completed	61

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	0	Permits/Sales Records entered	66
Concealed Pistol Licensing	0	Indiv. Sales registered	67
Other	0		
Total Prints.....	0		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In April, the shelter took in 24 animals, adopting 24 and reuniting 2 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	35
Total Complaints/Reports	8
Animal Bites	6
Citations Issued	2
Animals Lodged in Pound	24
Animals Adopted Out	24
Animals Transferred to Rescue	0
Animals Claimed By Owners	2
Animals Euthanized	2

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of, 4 Sergeants, 20 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	52
Total number of inmates Booked	17
Total Inmates Booked –Year to date	423
Total Number of Inmates Released	28
Number Released-Year to date	453
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- Due to COVID-19 all scheduled trainings were cancelled and/or postponed.

Wexford County Animal Shelter				Reporting Month April 2020						
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section 9(a) but on a reporting month basis.										
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2		Total number of animals by type transferred to allowable entities during reporting month per ref 3		Total numbers of animal by type euthanized during reporting month
				Altered	Not Altered			Shelter Animals	Owner Requested	
Dogs	0	21	21	7	11	18	0	1	0	
Cats	0	3	3	3	3	6	0	1	0	

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		105.00	165.00		270.00
Sterilization Deposits	0.00	75.00		0.00	275.00		350.00
Ordinance Fee Refunds							
Reclaim Fees	2 animals reclaimed						45.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

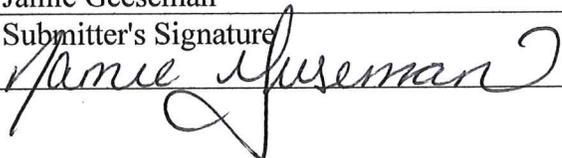
Printed Name of Person Submitting the Report

Jamie Geeseman

Date Submitted

05-06-2020

Submitter's Signature



Phone

231-779-9530



To: Wexford County Board of Commissioners
From: Paul Owens, General Manager
Date: May 18, 2020
SUBJECT: 911 Requests/Response Time Average Report

Attached are **911 Requests/Response Time Average Reports** based on month of April 2020 and cumulative January - April 2020.

Operations: There were no concern reports for April 2020.

Financials for April 2020:

- Year-to-date total unrestricted revenue was \$2,015,526. The budgeted amount was \$2,136,687, which resulted in a variance of (\$121,161)
- The total “requests for service” for April was 298. Prior year requests was 418.
- The total “billable requests for service” for April was 246. This total, compared with the budgeted total of 394, resulted in a decrease of (148) calls. “Requests for service” for the prior year was 362.
- **Miscellaneous for March:**
 - (1) Intercept with Mesick Rescue
 - (4) DOA's: (2) City of Cadillac, (1) Cherry Grove Township, (1) Clam Lake Township

911 Requests by Township/City and 911 Response Time Avg

APRIL

Response Times		
Township	Requests	Minutes
Antioch	0	0
Boon	3	22.76
Cadillac	110	4.35
Cedar Creek	10	6.46
Cherry Grove	12	9.93
Clam Lake	9	6.67
Colfax	3	9.85
Greenwood	2	7.45
Hanover	0	0
Haring	28	6.89
Henderson		
Liberty	5	11.28
Manton	9	7.36
Selma	12	11.12
Slagle		
South Branch	3	24.14
Springville	0	0
Wexford	0	0

JANUARY THROUGH APRIL

Response Times		
Township	Requests	Minutes
Antioch	0	0
Boon	10	20.42
Cadillac	528	4.44
Cedar Creek	53	7.79
Cherry Grove	62	12.1
Clam Lake	80	6.62
Colfax	15	12.21
Greenwood	9	12.73
Hanover	0	0
Haring	154	6.59
Henderson	3	12.65
Liberty	20	9.47
Manton	41	6.65
Selma	68	11.68
Slagle	0	0
South Branch	41	20.71
Springville	0	0
Wexford	0	0

Wexford County Emergency Management Report

May 2020

- Dealing with COVID-19 pandemic
- Have masks on hand for all county employees to receive 5 or 6 masks if needed.
- CodeRED is up and running, doing trainings when I can on how to run the system and set up more advanced alerts.
- Working with FEMA and State on the grant application, trying to gather all documentation we need to submit for reimbursement.

Travis Baker

05/22/2020

Wexford County

Central Dispatch

Public Safety

Report

April 2020

CENTRAL DISPATCH

Total LEIN Responses 7860

CAD GENERATED: INCIDENTS:

Sheriff Department	385
Animal Control	35
Michigan State Police	421
Cadillac Police Department	669
Manton Police Department	21
EMS Calls	442
Fire Calls	141
Support Services Calls	39
Central Dispatch	55
911 Hang up/Text Back	141

TOTAL CALLS FOR SERVICE 2349

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1002
Administrative Calls	3081
TOTAL CALLS RECEIVED:	4083

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kent Myers, Director

13 May, 2020

ORIGINAL

Veterans Services Monthly Report April 2020

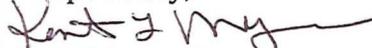
- Veterans in office visits-0
- Logged phone contacts-
- Veterans who received emergency assistance - 1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated - 1

The month of April was very slow, considering COVID-19 and social distancing. Our office still received and returned calls, and responded to emails.

As you may know, our MVAA grant funds have been received from the state, the initial deposit of \$50,000.00. Many things have changed since writing the grant, and we are uncertain how the MVAA grant incentives will be affected. Veteran Services will be looking at grant amendments in May 2020 to line up with the changing needs of our veterans. New Freedom ride services have dropped off to almost zero rides for the month of April, however, we anticipate a large upswing in transportation needs during the month of June 2020 as VA Healthcare gets veterans back to in for office appointments.

Veteran Services is seeking information for the Memorial Wall regarding veterans killed in action during WWII. Please contact us if you have any contacts or information regarding this group of heroic service members.

Respectfully,


Kent Myers, Director

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the third day of June 2020, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 20-15
EXTENDING APPRECIATION FOR
JANET KELLY’S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Janet Kelly for her commitment to Wexford County for over the past 27 years. Jan worked with dedication and pride to meet the needs of Wexford County; and

WHEREAS, on May 29, 2020 Jan will retire from her position with the Wexford County 28th Circuit Court; and

WHEREAS, Jan began her career with Wexford County on January 1, 1993 as a Circuit Court Reporter and held that position throughout her career; and

WHEREAS, Jan excellently served as an official court reporter for Circuit Court actions for both Wexford and Missaukee counties; and

WHEREAS, throughout her career, Jan preserved the skills and capacity necessary for keeping her certification current; and

WHEREAS, Jan promptly and efficiently prepared accurate transcripts of proceedings in accordance with statutory requirements; and

WHEREAS, Jan’s contributions as a hard-working, dedicated, and skillful employee are unparalleled and will be greatly missed by employees and officials of Wexford County.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 27 years while you served Wexford County as a very loyal and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-15 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 3, 2020 and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

DRAFT

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: HR/Public Safety Committee
FROM: Administration
FOR MEETING DATE: May 26, 2020
SUBJECT: Friend of the Court Employee Reclassifications

SUMMARY OF ITEM TO BE PRESENTED:

The Friend of the Court, Sally Randall, is requesting a number of changes in her office. The following documents are attached:

- Budget Impact of 2020 Reclassification Requests. This document shows the current and proposed position titles, pay grades, wages, benefits, and the total financial savings to the County.
- Justification Letter from the Friend of the Court for the requests.
- Numerical classifications, existing position descriptions, and proposed position descriptions for the following:
 - SMILE Coordinator-Support Staff
 - Order Entry-Case Transfer-Support Staff
 - Locate Specialist-Support Staff
 - Senior Support Enforcement Analyst
 - Account Review-Modification Specialist
 - Intergovernmental Case Manager
 - Senior Account-Auditor Specialist

Please note that Ms. Randall’s request includes elimination of the L2 Department Aide position. This position has remained unfilled for over a year and is the only L2 position on the County’s employee roster. There are no L1 positions. The union steward has been contacted regarding this request. Any response will be provided at the meeting.

If elimination of the L2 position is approved and the level increases for the seven above positions are approved, the annual savings to the County would be more than \$44,000.

RECOMMENDATION:

Administration recommends the HR/Public Safety Committee approve the Friend of the Court’s requests, effective June 7, 2020.

WILLIAM M. FAGERMAN
CHIEF CIRCUIT JUDGE

28TH JUDICIAL CIRCUIT OF MICHIGAN

SALLY J. RANDALL
FRIEND OF THE COURT

MELISSA J. RANSOM
PRESIDING JUDGE OF THE FAMILY DIVISION
OF THE MISSAUKEE COUNTY CIRCUIT COURT

OFFICE OF THE FRIEND OF THE COURT

MAILING ADDRESS:
401 N. Lake St.
CADILLAC MI 49601

EDWARD D. VAN ALST
PRESIDING JUDGE OF THE FAMILY DIVISION
OF THE WEXFORD COUNTY CIRCUIT COURT

COUNTIES OF MISSAUKEE AND WEXFORD

OFFICES AT:
401 N LAKE STREET
CADILLAC MI 49601
(231) 779-9494
FAX (231) 779-9494

To: Wexford County Board of Commissioners

From: Sally Randall, Friend of the Court

Date: May 19, 2020

Re: Request for Accurate Position Descriptions and Level Increases
For the Friend of the Court IV-D Staff

CURRENT STAFFING AND REQUESTED CHANGE

Support Investigator – L4	Senior Support Enforcement Analyst – L6
Enforcement Support – L4	Intergovernmental-Case Manager – L5
Enforcement Support – L4	Account Rev/Mod Specialist - L5
Bookkeeper L-4	Senior Account/Auditor Specialist - L5
Enforcement Account Clerk – L3	Locate Specialist/Support Staff - L4
Enforcement Clerk – L3	SMILE Coordinator/Support Staff – L4
Enforcement Clerk - L3	Order Entry/Transfer/Sup Staff L-4
Department Aide – L2	Eliminate Position

The request for Accurate Position Descriptions and Level Increases is being made to bring the Friend of the Court Office up to the standards and levels that they have been operating at for several years.

Since, at least, 2014 the Friend of the Court Office has refined, fine-tuned, cross-trained, and individualized each position and the duties required to effectively serve the family court community it assists.

It is my request that we more accurately describe the duties of the Friend of the Court staff commensurate with their current responsibilities and level of knowledge/education necessary to perform those responsibilities. I also believe that by maintaining the knowledge/education level of this staff we could effectively eliminate the Level 2 position and permanently distribute those responsibilities among the remaining IV-D staff.

Because of the change in responsibilities for the staff, it is requested that their individual Levels be increased to those listed above reflecting their current duties and incorporating additional responsibilities once the Level 2 position is eliminated.

**Wexford County Friend of the Court
Budget Impact of 2020 Reclassification Requests**

#	Pay Grade	Position Title	Wages	Social Security	Retirement	Health Insurance	Workers Comp	Life Insurance	S & A Ins.	Total Wages/Bnft
0)	L2	Department Aide	\$ 25,448	\$ 1,973	\$ 1,873	\$ 21,350	\$ 335	\$ 41	\$ 302	\$ 51,322
	-	<i>Position Eliminated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1)	L3	Enforcement Clerk	\$ 28,792	\$ 2,246	\$ 2,131	\$ 7,710	\$ 82	\$ 41	\$ 340	\$ 41,342
	L4	SMILE Coordinator-Support Staff	\$ 28,145	\$ 2,210	\$ 2,098	\$ 7,710	\$ 81	\$ 41	\$ 330	\$ 40,614
2)	L3	Enforcement Clerk	\$ 28,354	\$ 2,211	\$ 2,099	\$ 2,500	\$ 81	\$ 41	\$ 335	\$ 35,620
	L4	Order Entry-Case Transfer Support Staff	\$ 29,282	\$ 2,286	\$ 2,169	\$ 2,500	\$ 84	\$ 41	\$ 345	\$ 36,708
3)	L3	Enforcement/Account Clerk	\$ 26,625	\$ 2,153	\$ 2,043	\$ 17,490	\$ 79	\$ 41	\$ 302	\$ 48,734
	L4	Locate Specialist-Support Staff	\$ 27,509	\$ 2,226	\$ 2,113	\$ 17,490	\$ 81	\$ 41	\$ 312	\$ 49,772
4)	L4	Bookkeeper	\$ 33,501	\$ 2,638	\$ 10,421	\$ 2,100	\$ 97	\$ 41	\$ 398	\$ 49,196
	L5	Senior Account/Auditor Specialist	\$ 34,574	\$ 2,721	\$ 10,421	\$ 2,100	\$ 100	\$ 41	\$ 410	\$ 50,368
5)	L4	Enforcement Support	\$ 33,501	\$ 2,642	\$ 12,667	\$ -	\$ 97	\$ 41	\$ 398	\$ 49,346
	L5	Account Review/Modification Specialist	\$ 34,574	\$ 2,725	\$ 12,667	\$ -	\$ 100	\$ 41	\$ 410	\$ 50,517
6)	L4	Enforcement Support	\$ 33,501	\$ 2,642	\$ 10,421	\$ 21,350	\$ 97	\$ 41	\$ 398	\$ 68,450
	L5	Intergovernmental-Case Manager	\$ 34,574	\$ 2,725	\$ 10,421	\$ 21,350		\$ 41	\$ 410	\$ 69,522
7)	L4	Support Investigator	\$ 33,501	\$ 2,642	\$ 10,421	\$ 2,500	\$ 97	\$ 41	\$ 398	\$ 49,600
	L6	Senior Support Enforcement Analyst	\$ 35,646	\$ 2,808	\$ 10,421	\$ 2,500	\$ 103	\$ 41	\$ 423	\$ 51,943

Grey = Existing positions & budget

White = proposed positons & budget

Budgeted 2020 Expenditures	\$	393,612
Proposed 2020 Expenditures, if budgeted for 12 months	\$	349,444
Annual Reduced Cost	\$	44,169
Approximate Reduction for 2020	\$	22,084



Position: **SMILE Coordinator-Support Staff**

Date: **5/18/2020**

Category	
1) Education	24
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	40
5) Accountability/Error Potential	40
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	474
Compensation Level	L4

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach".



WEXFORD COUNTY POSITION DESCRIPTION

Position: Enforcement Clerk

Adopted: December 6, 1996; Amended May 3, 2000, January 1, 2004

- A. **Summary.** Individuals assigned to this position are expected to perform bookkeeping and other clerical work; assist with enforcement duties; enter data and prepare financial and other records and reports; perform related work as required.
- B. **Supervision Received.** Work is performed under the general supervision of the Friend of the Court.
- C. **Supervision Exercised.** None.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
1. Extensive and responsible accounting, bookkeeping and complex clerical work involving the maintenance of records and reports, when needed.
 2. Audit accounts for accuracy; assist bookkeeper when needed.
 3. Operate typewriter, adding machine, calculator, computer/printer, counter computer to assist the public, copy machine, fax, and other office equipment as necessary; update records.
 4. Open and distribute mail to co-workers.
 5. Perform telephone and office contact work, supplying necessary information as required per office policy and state/federal laws; field calls and walk-ins regarding enforcement of child support and problems they are experiencing with child support.
 6. Compose and type correspondence and reports as required; perform filing as needed.
 7. Perform related work as required.
 8. Assist in putting new cases into computer and adjusting accounts.
 9. Prepare Show Cause hearing orders and mail them out with little supervision.
 10. Prepare Income Withholding Orders; make modifications and changes and enter into system; add and change employers.
 11. Prepare detailed reports required by the Court.
 12. Prepare Parent Locator Service request.

13. Prepare financial history reports on individuals.
14. Prepare child support statements for individuals, banks, DSS agencies, etc. upon request.
15. Monitor Court hearings and may obtain additional information/clarification as instructed.
16. Prepare and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
17. Provide client assistance as scheduling requires, taking and receipting payments, filing etc.
18. Coordinate service processes with Friend of the Court, receive procedural modifications, incorporate such revisions and alerting to case irregularities.
19. Keep records of orders on computer and card system.
20. Prepare case dispositions on the computer after hearings and after entry or orders.
21. Change computer codes to reflect which cases are to be enforced and which cases will not be.

E. Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of department rules, regulations and activities.
2. Considerable knowledge of bookkeeping and accounting principles practices and procedures.
3. Knowledge of general business, bookkeeping, and statistical techniques.
4. Ability to prepare financial or other records and reports.
5. Ability to perform mathematical computations quickly and accurately.
6. Ability to plan and organize office work.
7. Ability to work effectively with other officials, employees and the general public.
8. Ability to work effectively with numbers.
9. High school diploma or its equivalent with emphasis in bookkeeping and/or accounting. One year college preferred.
10. Two years of experience preferred supplemented by technical training in bookkeeping, accounting and computer data entry.



Wexford County Position Description
Position: S.M.I.L.E Coordinator - Support Staff
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; coordinate special programs; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Greets clients and members of the public at the front desk in a professional manner.
2. Professionally answers the department's multi-line and multi-function telephone system.
3. Files all orders, pleadings, and communications in a timely and accurate manner.
4. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
5. Works effectively with the public, clients, court staff, and all employees.
6. Responsible for possessing knowledge of the Circuit Court/Family Court process.
7. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
8. Coordinates special programs, e.g., the S.M.I.L.E. program (Start Making it Livable for Everyone).
9. Tracks program attendance ordered by the Court.
10. Responsible for preparing and service enforcement orders for failure to attend programs that are ordered by the Court.
11. Responsible for reading Court orders.
12. Responsible for entering data into the MiSCES (Michigan Child Support Services) system pursuant to state regulations.
13. Collects personal and financial information from clients to forward to Friend of the Court support specialists.
14. Responsible for recognizing need and referring individuals for services.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing.
8. Must have the ability to maintain confidential client information.
9. Must have the ability to organize, process, and coordinate office work.
10. Educational requirement; high school graduation or equivalent is required.
11. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Order Entry - Case Transfer Support Staff**

Date: **May 18, 2020**

Category	
1) Education	24
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	40
5) Accountability/Error Potential	40
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	474
Compensation Level	L4

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach", positioned above a horizontal line.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Enforcement Clerk

Adopted: December 6, 1996; Amended May 3, 2000, January 1, 2004

- A. **Summary.** Individuals assigned to this position are expected to perform bookkeeping and other clerical work; assist with enforcement duties; enter data and prepare financial and other records and reports; perform related work as required.
- B. **Supervision Received.** Work is performed under the general supervision of the Friend of the Court.
- C. **Supervision Exercised.** None.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
1. Extensive and responsible accounting, bookkeeping and complex clerical work involving the maintenance of records and reports, when needed.
 2. Audit accounts for accuracy; assist bookkeeper when needed.
 3. Operate typewriter, adding machine, calculator, computer/printer, counter computer to assist the public, copy machine, fax, and other office equipment as necessary; update records.
 4. Open and distribute mail to co-workers.
 5. Perform telephone and office contact work, supplying necessary information as required per office policy and state/federal laws; field calls and walk-ins regarding enforcement of child support and problems they are experiencing with child support.
 6. Compose and type correspondence and reports as required; perform filing as needed.
 7. Perform related work as required.
 8. Assist in putting new cases into computer and adjusting accounts.
 9. Prepare Show Cause hearing orders and mail them out with little supervision.
 10. Prepare Income Withholding Orders; make modifications and changes and enter into system; add and change employers.
 11. Prepare detailed reports required by the Court.
 12. Prepare Parent Locator Service request.

13. Prepare financial history reports on individuals.
14. Prepare child support statements for individuals, banks, DSS agencies, etc. upon request.
15. Monitor Court hearings and may obtain additional information/clarification as instructed.
16. Prepare and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
17. Provide client assistance as scheduling requires, taking and receipting payments, filing etc.
18. Coordinate service processes with Friend of the Court, receive procedural modifications, incorporate such revisions and alerting to case irregularities.
19. Keep records of orders on computer and card system.
20. Prepare case dispositions on the computer after hearings and after entry or orders.
21. Change computer codes to reflect which cases are to be enforced and which cases will not be.

E. Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of department rules, regulations and activities.
2. Considerable knowledge of bookkeeping and accounting principles practices and procedures.
3. Knowledge of general business, bookkeeping, and statistical techniques.
4. Ability to prepare financial or other records and reports.
5. Ability to perform mathematical computations quickly and accurately.
6. Ability to plan and organize office work.
7. Ability to work effectively with other officials, employees and the general public.
8. Ability to work effectively with numbers.
9. High school diploma or its equivalent with emphasis in bookkeeping and/or accounting. One year college preferred.
10. Two years of experience preferred supplemented by technical training in bookkeeping, accounting and computer data entry.



Wexford County Position Description
Position: Order Entry - Case Transfer - Support Staff
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Greets clients and members of the public at the front desk in a professional manner.
2. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
3. Works effectively with the public, clients, court staff, and all employees.
4. Responsible for possessing knowledge of the Circuit Court/Family Court process.
5. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
6. Responsible for reading Court orders.
7. Responsible for entering data into the MiSCES (Michigan Child Support Services) system pursuant to state regulations.
8. Responsible for calculating support accurately when entering information mid-month.
9. Responsible for adding service and processing fees and accurately entering medical percentages into the system.
10. Responsible for work reports to determine when support terminates through emancipation.
11. Responsible for collecting data to transfer files to appropriate venues.
12. Responsible for entering information when receiving files from other venues.
13. Must learn and work closed files in a timely manner to maintain strict State of Michigan guidelines and incentive standards.
14. Answers phones in a professional manner and obtains information necessary to answer

questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing.
8. Must have the ability to maintain confidential client information.
9. Must have the ability to organize, process, and coordinate office work.
10. Educational requirement; high school graduation or equivalent is required.
11. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Locate Specialist - Support Staff**

Date: **May 18, 2020**

Category	
1) Education	24
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	40
5) Accountability/Error Potential	40
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	474
Compensation Level	L4

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach", positioned above a horizontal line.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Account Clerk II and Assistant Bookkeeper / Enforcement Support

Adopted: December 6, 1996; Amended May 3, 2000

- A. **Summary.** Individuals assigned to this position are expected to perform bookkeeping and other clerical work; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; post to and maintain a general ledger; prepare financial and other reports; perform related work as required.
- B. **Supervision Received.** Work is performed under the general supervision of the Friend of the Court.
- C. **Supervision Exercised.** None.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
1. Extensive and responsible accounting, bookkeeping and complex clerical work involving the maintenance of ledgers, journals and other records and reports, daily.
 2. Prepare checks, deposit slips, and audit accounts for accuracy; assist bookkeeper daily.
 3. Operate typewriter, adding machine, calculator, computer/printer, counter computer to assist the public, copy machine, fax, main printer for checks and daily reports and other office equipment as necessary; update records.
 4. Open and distribute mail to bookkeeper and other co-workers; responsible for any cash through the mail and checks received by mail.
 5. Classify and post expenditures and credits; take deposits to the bank; make required State deposits daily.
 6. Prepare detailed reports and daily deposits required by Federal and State Law; prepare DSS-316 four times per month for ADC rebates to clients; reports ADC fraud cases; prepare calculations to determine appropriate charges, computes child support for decertification and certification (increase/reductions from client to ADC, ADC to client.)
 7. Perform telephone and office contact work, supplying necessary information as required per office policy and state/federal laws; field calls and walk-ins regarding enforcement of child support and problems they are experiencing with child support.
 8. May prepare specifications and bids; prepares deposits, checks, check signer and mailing arrangements daily and full-time in the absence of the bookkeeper.
 9. Reconcile and maintain various accounts and ledgers; assist with audits daily.

10. Balances cash on hand twice daily.
11. In the absence of the bookkeeper, persons employed in this positions may be called upon to perform duties assigned to that position. Such duties may include:
 - a. entering of support checks and cash
 - b. preparation of daily flow sheets
 - c. preparation of bank reconciliation sheets for auditor
 - d. issue checks to clients
 - e. write checks on the trust account and deposit money to that account
 - f. perform all the daily tasks necessary to print and mail checks
 - g. calculate checks and cash for daily deposits for the support, trust and State deposits
 - h. be responsible for all the money of each daily cash run
 - i. posses a working knowledge of each account be able to determine where funds are to be applied.
12. Compose and type correspondence and reports as required; perform filing as needed.
13. Perform related work as required.
14. Assist in putting new cases into computer and adjusting accounts.
15. Prepare Show Cause hearing orders and mail them out with little supervision.
16. Prepare Income Withholding Orders; make modifications and changes and enter into system; add and change employers.
17. Prepare detailed reports required by the Court.
18. Prepare Bench Warrants resulting from Court.
19. Prepare Parent Locator Service request.
20. Reconcile improperly applied account deposits.
21. Prepare financial history reports on individuals.
22. Prepare child support statements for individuals, banks, DSS agencies, etc. upon request.
23. Monitor Court hearings and may obtain additional information/clarification as instructed.
24. Prepare and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
25. Provide client assistance as scheduling requires, taking and receipting payments, filing etc.
26. Coordinate service processes with Friend of the Court, receive procedural modifications, incorporate such revisions and alerting to case irregularities.

27. Keep records of orders on computer and card system.
28. Prepare case dispositions on the computer after hearings and after entry or orders.
29. Change computer codes to reflect which cases are to be enforced and which cases will not be.

E. Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of department rules and regulations and activities.
2. Considerable knowledge of bookkeeping and accounting principles practices and procedures.
3. Knowledge of general business, bookkeeping, and statistical techniques.
4. Knowledge of departmental rules, regulations and activities.
5. Ability to prepare financial or other records and reports.
6. Ability to perform mathematical computations quickly and accurately.
7. Ability to plan and organize bookkeeping and office work.
8. Ability to work effectively with other officials, employees and the general public.
9. Ability to work effectively with numbers to complete duties 1, 2, 9 and 10.
10. High school graduation or its equivalent with emphasis in bookkeeping and/or accounting. One year college preferred.
11. Two years of experience preferred supplemented by technical training in bookkeeping, account and computer data entry.



Wexford County Position Description
Position: Locate Specialist - Support Staff
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; collect information from clients; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Greets clients and members of the public at the front desk in a professional manner.
2. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
3. Works effectively with the public, clients, court staff, and all employees.
4. Responsible for possessing knowledge of the Circuit Court/Family Court process.
5. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
6. Responsible to learning how to use and to use all current locate applications to locate individuals for support enforcement/parenting time enforcement/medical percentage enforcement.
7. Responsible for reading Court orders
8. Responsible for entering data into the MiSCES (Michigan Child Support Services) system pursuant to state regulations.
9. Responsible for collecting personal and financial information from clients to forward to Friend of the Court support specialists.
10. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.

2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing.
8. Must have the ability to maintain confidential client information.
9. Must have the ability to organize, process, and coordinate office work.
10. Educational requirement; high school graduation or equivalent is required.
11. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Senior Account-Auditor Specialist**

Date: **May 18, 2020**

Category	
1) Education	48
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	558
Compensation Level	L5

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Koch", positioned above a horizontal line.

BOOKKEEPER

SUMMARY

To perform difficult and responsible accounting, bookkeeping and complex clerical work involving ledgers, journals and other records and reports; to perform other work as required.

Work is performed under the supervision of a Judge or Department Head.

SUPERVISION EXERCISED

Supervision may be exercised over clerical personnel as required.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples ~ ~ include all of the duties which the employee may be expected to perform.)

1. From counter sex-vice or record documentation, will post entries of monies as received or statistical data pertaining to monetary transactions to appropriate accounts.
2. Will make manual transactions or use computer but in either capacity will assure conformity to reporting standards to assure accuracy.
3. Will summarize various accounts to assure proper balance and in turn, prepare summary status account reports.
4. May participate in counter service, collecting/receipting individual transactions, will prepare billings, prepare tax rolls, and notices, issue payments or initiate corrective actions in delinquent/outstanding bills. In all cases emphasis is on accuracy and detail.
5. Continuously upgrades system records, making address changes, posting

service cards, charging cards, entering parcel codes.

6. May make calculations to determine appropriate charges, determine equalized factors by class, determine appropriate insurance billings, process departmental payroll and prepare invoices, computes losses/additions or compares annual sales ratio data.
7. May prepare deposit summaries and ready funds for deposit. Prepares checks using check signer and arranges for mailing.

BOOKKEEPER (Cont'd)

8. Receives procedural training and updates information on systems particularly where computers are in use.
9. Will use typewriter, calculator, copy machine, books of record on continuing basis and depending upon department assignment may use computer terminal or small bookkeeping automated unit.
10. Will assist in completing a variety of departmental tasks as staffing needs require.
11. When assigned to the Probate Court; has primary responsibility for collection of "child support" and child care fund reimbursements in the amount of \$10,000 to \$12,000 each year, under supervision of Juvenile Register. When assigned to the District Court; has primary responsibility for collection of Bond, Restitution and Civil Garnishment and dispersing of same in the amount of \$345,000.00 each year. When assigned to the Friend of the Court; has primary responsibility for collection, disbursing child support in the amount of over \$3,000,000.00 per year, cash, checks, money orders and checks from the State and Federal income tax.
12. May act as a Court Recorder.
13. Perform related work as required.

ESSENTIAL FUNCTIONS. QUALIFICATIONS AND KNOWLEDGES.
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of complex bookkeeping and accounting principles, practices and procedures.
Ability to prepare complex financial and other records and reports.

Ability to perform mathematical computations quickly and accurately.

Ability to perform data entry procedures and produce computer reports.

Considerable **knowledge** of departmental rules, regulations and activities.

Ability to work effectively with County officials, department heads, employees and the general public.

Ability to work effectively with numbers to complete duties 1 through 9 and 11.

Ability to see well to complete duties 1 through 11.

Ability to hear well to complete duties 4 and 10.

High school graduation or its equivalent, supplemented by technical training in bookkeeping, accounting work and computer data entry.

BOOKKEEPER (Cont'd)

Two years experience in the performance of bookkeeping and financial record keeping work with responsibility for the exercise of initiative and good judgment required.

Wexford County, MI-3
January, 1993



Wexford County Position Description
Position: Senior Account-Auditor Specialist
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; meet with clients in jail; collect information from clients; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Responsible for organizing, processing, and coordinating information regarding cases.
2. Secures financial, income, and employment information; analyzes collectability.
3. Meets with clients in jail and assesses ability to pay.
4. Recognizes need and refers individuals for services.
5. Meets the State of Michigan's directions regarding collection, redirection, and enforcement.
6. Reviews account information for refund-referral to review-referral for show cause.
7. Reviews file information and assesses felony referrals.
8. Greets clients and members of the public in a professional manner.
9. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
10. Works effectively with the public, clients, court staff, and all employees.
11. Responsible for possessing knowledge of the Circuit Court/Family Court process.
12. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
13. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirement; high school graduation or equivalent is required.
9. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Account Review-Modification Specialist**

Date: **May 18, 2020**

Category	
1) Education	48
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	558
Compensation Level	L5

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach", positioned above a horizontal line.

SUPPORT INVESTIGATOR A

SUMMARY

To assist the Friend of the Court in performing investigations and enforcement concerning child custody, visitations and support for minor children; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Friend of the Court.

SUPERVISION EXERCISED

Supervision over those assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans orderly sequence of investigation/interview and report preparation in recognition of Court Docket and priority.
2. Reviews wage statements adjusting figures in recognition of acceptable/unacceptable deductions from gross income.
3. Reviews existing files upon request for determination updates.
4. Determines appropriate child support distributions based upon standardized department schedules.
5. Serves as departmental specialist in record review, examining accounts for outstanding balance/non-compliance and will prepare documentation/initiate corrective actions.
6. Interviews parties in person, by telephone and by correspondence explaining rationale for determinations and seeking voluntary compliance with established support levels and/or with the Court ordered support.
7. Prepares standardized documentation, pleadings for review by management and use in Court. Such information for use in establishing/modifying support provisions or Court orders and in enforcing the ordered support.

SUPPORT INVESTIGATOR-A (Cont'd)

8. Monitors Court hearings and may obtain additional information/clarification as instructed.
9. Prepares and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
10. Provides client assistance as scheduling required, taking and receipting payments, posting transactions, answering telephone, filing and so forth.
11. Coordinates service processes with Friend of the Court, receiving procedural modifications, incorporating such revisions and alerting to case irregularities.
12. Monitor approximately 70 new cases each month as they become eligible for 2-year review process.
13. During the review process, examine income tax returns, income information provided by employers and other information provided by the parties and make calculations to arrive at proper level of child support.
14. Prepare orders from referee's instructions after hearing and send to all parties, filing original with Court.
15. Keep records of orders on computer and card system.
16. Testify in Court on petitions to modify child support.
17. Assist the court and attorneys in understanding the Child Support Guidelines and giving them recommendations.
18. Send Income Withholding Orders in new orders for support or modified orders.
19. Send modifications of Income Withholding Orders when accounts are brought current or when they are found to be delinquent.
20. Field calls regarding enforcement of child support when Enforcement Officer is absent.
21. Schedule court hearings when Deputy Friend of the Court is absent.
22. Type for secretary in her absence.
23. Prepare payments and cash drawer for bookkeeper if assistant bookkeeper is absent.

SUPPORT INVESTIGATOR-A (Cont'd)

24. Answer phones and counter, receipting-in money or helping people with problems

ranging from child support to custody and visitation.

25. Monitor In Pro Per hearings and petitions.
26. Send parent locators on missing parties, and maintain complete locator system.
27. Send requests to Michigan Department of Labor on caseload for quarterly income reportings and employer names and addresses.
28. Keep statistics of reports, orders, cases etc. for yearly report.
29. Accept phone calls on weekends, nights and vacation from both county sheriff departments regarding arrest of individuals on FOC bench warrants.
30. Possess ability both emotionally and physically not to be intimidated by irate and/or threatening clients.
31. Handle felony non-support warrants in absence of FOC and Deputy.
32. Perform related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES

SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Reasonable knowledge of the methods, practices, and procedures involving modern social casework.

Reasonable knowledge of the laws and regulations governing divorce procedures.

Ability to counsel individuals and families in social and economic planning.

Ability to work with and gain the cooperation of individuals involved.

Ability to prepare accurate case records, reports and correspondence.

Ability to work effectively with the public and other employees.

Ability to communicate effectively to complete duties 6, 9 and 10.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 6 and 12.

Ability to work effectively with numbers to complete duties 2 and 12.

Possession of a valid Michigan Motor Vehicle Operators License.

SUPPORT INVESTIGATOR A (Cont'd)

Ability to see well to complete duties 2 and 13. Ability to hear well to complete duties 6 and 12.

Two years related experience required.

*Graduation from a community college of recognized standing with a specialization in the social sciences or related field.

*Note:

Two (2) years of related job experience may be substituted for each one (1) year of education.

Wexford County October, 1993



Wexford County Position Description
Position: Account Review-Modification Specialist
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; review federal and state income tax returns; meet with clients in jail; collect information from clients; assist with enforcement duties; enter data and prepare medical financial information and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Reviews file information and assesses federal and state income tax returns for support calculations
2. Reviews all income information, ability to work information, work history for the purpose of analyzing the ability to pay child support.
3. Assesses medical percentages, tracks payments, and enforces medical percentages.
4. Runs and works felony incarceration reviews and modifications as they relate to child support.
5. Responsible for organizing, processing, and coordinating information regarding cases.
6. Secures financial, income, and employment information; analyzes collectability.
7. Meets with clients in jail and assesses ability to pay.
8. Recognizes need and refers individuals for services.
9. Greets clients and members of the public in a professional manner.
10. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
11. Works effectively with the public, clients, court staff, and all employees.
12. Responsible for possessing knowledge of the Circuit Court/Family Court process.
13. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
14. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirement; high school graduation or equivalent is required.
9. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Intergovernmental Case Manager**

Date: **May 18, 2020**

Category	
1) Education	48
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	558
Compensation Level	L5

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach", positioned above a horizontal line.

SUPPORT INVESTIGATOR A

SUMMARY

To assist the Friend of the Court in performing investigations and enforcement concerning child custody, visitations and support for minor children; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Friend of the Court.

SUPERVISION EXERCISED

Supervision over those assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans orderly sequence of investigation/interview and report preparation in recognition of Court Docket and priority.
2. Reviews wage statements adjusting figures in recognition of acceptable/unacceptable deductions from gross income.
3. Reviews existing files upon request for determination updates.
4. Determines appropriate child support distributions based upon standardized department schedules.
5. Serves as departmental specialist in record review, examining accounts for outstanding balance/non-compliance and will prepare documentation/initiate corrective actions.
6. Interviews parties in person, by telephone and by correspondence explaining rationale for determinations and seeking voluntary compliance with established support levels and/or with the Court ordered support.
7. Prepares standardized documentation, pleadings for review by management and use in Court. Such information for use in establishing/modifying support provisions or Court orders and in enforcing the ordered support.

SUPPORT INVESTIGATOR-A (Cont'd)

8. Monitors Court hearings and may obtain additional information/clarification as instructed.
9. Prepares and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
10. Provides client assistance as scheduling required, taking and receipting payments, posting transactions, answering telephone, filing and so forth.
11. Coordinates service processes with Friend of the Court, receiving procedural modifications, incorporating such revisions and alerting to case irregularities.
12. Monitor approximately 70 new cases each month as they become eligible for 2-year review process.
13. During the review process, examine income tax returns, income information provided by employers and other information provided by the parties and make calculations to arrive at proper level of child support.
14. Prepare orders from referee's instructions after hearing and send to all parties, filing original with Court.
15. Keep records of orders on computer and card system.
16. Testify in Court on petitions to modify child support.
17. Assist the court and attorneys in understanding the Child Support Guidelines and giving them recommendations.
18. Send Income Withholding Orders in new orders for support or modified orders.
19. Send modifications of Income Withholding Orders when accounts are brought current or when they are found to be delinquent.
20. Field calls regarding enforcement of child support when Enforcement Officer is absent.
21. Schedule court hearings when Deputy Friend of the Court is absent.
22. Type for secretary in her absence.
23. Prepare payments and cash drawer for bookkeeper if assistant bookkeeper is absent.

SUPPORT INVESTIGATOR-A (Cont'd)

24. Answer phones and counter, receipting-in money or helping people with problems

ranging from child support to custody and visitation.

25. Monitor In Pro Per hearings and petitions.
26. Send parent locators on missing parties, and maintain complete locator system.
27. Send requests to Michigan Department of Labor on caseload for quarterly income reportings and employer names and addresses.
28. Keep statistics of reports, orders, cases etc. for yearly report.
29. Accept phone calls on weekends, nights and vacation from both county sheriff departments regarding arrest of individuals on FOC bench warrants.
30. Possess ability both emotionally and physically not to be intimidated by irate and/or threatening clients.
31. Handle felony non-support warrants in absence of FOC and Deputy.
32. Perform related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES

SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Reasonable knowledge of the methods, practices, and procedures involving modern social casework.

Reasonable knowledge of the laws and regulations governing divorce procedures.

Ability to counsel individuals and families in social and economic planning.

Ability to work with and gain the cooperation of individuals involved.

Ability to prepare accurate case records, reports and correspondence.

Ability to work effectively with the public and other employees.

Ability to communicate effectively to complete duties 6, 9 and 10.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 6 and 12.

Ability to work effectively with numbers to complete duties 2 and 12.

Possession of a valid Michigan Motor Vehicle Operators License.

SUPPORT INVESTIGATOR A (Cont'd)

Ability to see well to complete duties 2 and 13. Ability to hear well to complete duties 6 and 12.

Two years related experience required.

*Graduation from a community college of recognized standing with a specialization in the social sciences or related field.

*Note:

Two (2) years of related job experience may be substituted for each one (1) year of education.

Wexford County October, 1993



Wexford County Position Description
Position: Intergovernmental Case Manager
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; manage the court docket for intergovernmental cases; meet with clients in jail; collect information from clients and analyze collectability; train new employees; assist with enforcement duties; enter data and prepare financial information and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Docket management; maintains schedule for Wexford and Missaukee Counties in intergovernmental cases.
2. Responsible for knowledge of all state and foreign orders regarding support enforcement and registry practices.
3. Tracks paternity establishment for Wexford and Missaukee Counties.
4. Trains all new Friend of the Court employees with their day-to-day responsibilities.
5. Tracks training for all Friend of the Court employees to adhere to State of Michigan requirements.
6. Secures financial, income, and employment information; analyzes collectability.
7. Responsible for organizing, processing, and coordinating information regarding cases.
8. Meets with clients in jail and assesses ability to pay.
9. Recognizes need and refers individuals for services.
10. Greets clients and members of the public in a professional manner.
11. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
12. Works effectively with the public, clients, court staff, and all employees.
13. Responsible for possessing knowledge of the Circuit Court/Family Court process.
14. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.

15. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirement; high school graduation or equivalent is required.
9. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Senior Support Enforcement Analyst**

Date: **May 18, 2020**

Category	
1) Education	72
2) Work Experience	90
3) Freedom of Action	80
4) Complexity/Problem Solving	80
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	632
Compensation Level	L6

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink, appearing to read "Janet Koch", positioned above a horizontal line.

SUPPORT INVESTIGATOR A

SUMMARY

To assist the Friend of the Court in performing investigations and enforcement concerning child custody, visitations and support for minor children; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Friend of the Court.

SUPERVISION EXERCISED

Supervision over those assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans orderly sequence of investigation/interview and report preparation in recognition of Court Docket and priority.
2. Reviews wage statements adjusting figures in recognition of acceptable/unacceptable deductions from gross income.
3. Reviews existing files upon request for determination updates.
4. Determines appropriate child support distributions based upon standardized department schedules.
5. Serves as departmental specialist in record review, examining accounts for outstanding balance/non-compliance and will prepare documentation/initiate corrective actions.
6. Interviews parties in person, by telephone and by correspondence explaining rationale for determinations and seeking voluntary compliance with established support levels and/or with the Court ordered support.
7. Prepares standardized documentation, pleadings for review by management and use in Court. Such information for use in establishing/modifying support provisions or Court orders and in enforcing the ordered support.

SUPPORT INVESTIGATOR-A (Cont'd)

8. Monitors Court hearings and may obtain additional information/clarification as instructed.
9. Prepares and distributes required information/status decisions to parties, employers, other governmental offices, and attorneys.
10. Provides client assistance as scheduling required, taking and receipting payments, posting transactions, answering telephone, filing and so forth.
11. Coordinates service processes with Friend of the Court, receiving procedural modifications, incorporating such revisions and alerting to case irregularities.
12. Monitor approximately 70 new cases each month as they become eligible for 2-year review process.
13. During the review process, examine income tax returns, income information provided by employers and other information provided by the parties and make calculations to arrive at proper level of child support.
14. Prepare orders from referee's instructions after hearing and send to all parties, filing original with Court.
15. Keep records of orders on computer and card system.
16. Testify in Court on petitions to modify child support.
17. Assist the court and attorneys in understanding the Child Support Guidelines and giving them recommendations.
18. Send Income Withholding Orders in new orders for support or modified orders.
19. Send modifications of Income Withholding Orders when accounts are brought current or when they are found to be delinquent.
20. Field calls regarding enforcement of child support when Enforcement Officer is absent.
21. Schedule court hearings when Deputy Friend of the Court is absent.
22. Type for secretary in her absence.
23. Prepare payments and cash drawer for bookkeeper if assistant bookkeeper is absent.

SUPPORT INVESTIGATOR-A (Cont'd)

24. Answer phones and counter, receipting-in money or helping people with problems

ranging from child support to custody and visitation.

25. Monitor In Pro Per hearings and petitions.
26. Send parent locators on missing parties, and maintain complete locator system.
27. Send requests to Michigan Department of Labor on caseload for quarterly income reportings and employer names and addresses.
28. Keep statistics of reports, orders, cases etc. for yearly report.
29. Accept phone calls on weekends, nights and vacation from both county sheriff departments regarding arrest of individuals on FOC bench warrants.
30. Possess ability both emotionally and physically not to be intimidated by irate and/or threatening clients.
31. Handle felony non-support warrants in absence of FOC and Deputy.
32. Perform related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES

SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Reasonable knowledge of the methods, practices, and procedures involving modern social casework.

Reasonable knowledge of the laws and regulations governing divorce procedures.

Ability to counsel individuals and families in social and economic planning.

Ability to work with and gain the cooperation of individuals involved.

Ability to prepare accurate case records, reports and correspondence.

Ability to work effectively with the public and other employees.

Ability to communicate effectively to complete duties 6, 9 and 10.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 6 and 12.

Ability to work effectively with numbers to complete duties 2 and 12.

Possession of a valid Michigan Motor Vehicle Operators License.

SUPPORT INVESTIGATOR A (Cont'd)

Ability to see well to complete duties 2 and 13. Ability to hear well to complete duties 6 and 12.

Two years related experience required.

*Graduation from a community college of recognized standing with a specialization in the social sciences or related field.

*Note:

Two (2) years of related job experience may be substituted for each one (1) year of education.

Wexford County October, 1993



Wexford County Position Description
Position: Senior Support Enforcement Analyst
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; manage the court docket; schedule and monitor cases; prepare show cause orders, meet with clients in jail; collect information from clients and analyze collectability; train new employees; assist with enforcement duties; enter data and prepare financial information and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Responsible for docket management; maintains schedule for Wexford and Missaukee Counties for all arraignments/show causes/support enforcement.
2. Monitors approximately 4,500 active support cases.
3. Prepares files for show cause in both Wexford and Missaukee Counties.
4. Meets with clients for information to meet the statutory requirements for support collection.
5. Attends show cause meetings and makes sound judgments; proposes options for continued collection of support.
6. Prepares show cause orders, bench warrants, and adjournments.
7. Schedules cases before family court judges.
8. Secures financial, income, and employment information; analyzes collectability.
9. Responsible for organizing, processing, and coordinating information regarding cases.
10. Meets with clients in jail and assesses ability to pay.
11. Recognizes need and refers individuals for services.
12. Greets clients and members of the public in a professional manner.
13. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
14. Works effectively with the public, clients, court staff, and all employees.

15. Responsible for possessing knowledge of the Circuit Court/Family Court process.
16. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
17. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirements; high school graduation or equivalent; graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*
9. Educational preference; Bachelor's degree is preferred.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.

Monthly Report
Wexford County



Medical Examiner **H.1.**
 As Of **April 30, 2020**

		Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	FY 2020	% +/- from prev. year	FY 2019	FY 2018
# Cases Investigated by MMMEG		16	7	9	7									39	18.2%	99	78
	Scene/Phone Investigations	8/8	4/3	5/4	6/1												
	Cremation Permits	21	17	24	22									84	16.1%	217	241
Manner of Death	Homicide	0	0	0	0									0		0	0
	Suicide	1	1	0	0									2	-14.3%	7	9
	Accident	2	4	2	0									8	-20.0%	30	16
	Natural	13	2	7	7									29	42.6%	61	53
	Pending	0	0	0	0									0		1	0
COVID-19	COVID Cases Reviewed				1									1			
	Cases M.E. Tested in Field				1									1			
	Confirmed Cases M.E. pronounced in Field				0									0			
Suspected Drug Related		0	1	0	0									1	-72.7%	11	14
Special Cases	UnClaimed Bodies	0	0	0	0									0	-100.0%	1	1
	Unidentified Bodies	0	0	0	0									0		0	0
	Exhumations	0	0	0	0									0		0	0
Ordered	Toxicology	2	1	2	0									5	-28.6%	21	14
	Autopsy	1	0	0	0									1	-40.0%	5	6
Remaining Prepaid Autopsy		4/10	4/10														
Donations	Whole Body	1	0	0	0									1		2	3
	Eyes/Cornea	1	0	0	0									1		2	1