



# WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

## Position Available – Internal/External Posting Job Title: **Senior Support Enforcement Analyst**

**Classification:** Level 6  
Full Time/Full Benefits (37.5 hrs/wk)  
TPOAM Union

**Department:** Friend of the Court

**Hourly Wage:** \$18.24 - \$22.35

**Benefits Include:** Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

### **Qualifications & Responsibilities:**

- Educational requirements: graduation from an accredited community college or associate degree in business administration, administrative assistant, legal assistant, or related field. \* Two years of related job experience may be substituted for each year of required education.
- Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
- Responsible for docket management; maintains schedule for Wexford & Missaukee Counties for all arraignments/show causes/support enforcement.
- Monitors approximately 4,000 active support cases.
- Prepares files for show cause in both Wexford & Missaukee Counties.
- Meets with clients for information to meet statutory requirements for support collection.
- Attends show cause meetings and makes sound judgements; proposes options for continued collection of support.
- Prepares show cause orders, bench warrants, and adjournments.
- Schedules cases before family court judges.
- Secures financial, income, and employment information; analyzes collectability.
- Uses knowledge of modern office methods, practices, and techniques daily.
- Works effectively with the public, clients, court staff, and all employees.

**Note:** Examples do not include all of the duties which the employee may be expected to perform.

**Supervision:** Friend of the Court

**Deadline:** Thursday, June 11, 2026, by 4:00 p.m. to the County HR Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

*Posted: May 28, 2026*

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