

## **FRIEND OF THE COURT TRANSPORT OFFICER**

**GENERAL STATEMENT OF DUTIES:** Under the supervision of the FOC Enforcement Supervisor, provides support services to Friend of the Court personnel by transporting arrested individuals arrested on civil bench warrants from jails located throughout the State to the Genesee County Sheriff Department corrections facility. Transports prisoners and provides court security related to prisoners taken to the Circuit Court for arraignment. Performs related duties as assigned. Informs prisoners of their child support arrearages, bond amounts, and the arraignment process. Assists the FOC as required.

### **STATEMENT OF TASKS:**

Drives a Department vehicle to transport individuals that have been detained/arrested by law enforcement personnel.

Maintains the care, custody and control of individuals being transported.

Performs physical searches of individuals and transport vehicle for contraband and seizes such as evidence.

Performs security for individuals until the individuals are secured in the intake area of state/local/county detention facilities including completing necessary paperwork, as required.

Operates and maintains job-related equipment.

Prepares and completes reports, forms, logs and required paperwork.

Attends job-related training.

Assists with the collection of child support arrearages from detained individuals.

Investigation and follow-up of potential income sources for the payment of child support.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Basic computer and office equipment operations.

Skill in communicating orally to provide, clarify and gather information and assist in the collection process.

A working knowledge of search and seizure activities, and the rules of evidence.

Establish and maintain effective working relationships with those contacted in the course of the assignment.

Maintain composure and work effectively under highly stressful conditions.

Analyze situations or information, and adopt quick, effective and reasonable courses of action.

Use verbal or physical means to restrain violent or combative prisoners when required.

Professional use of telephone to assist clients with on-line payment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont.):

Ability to receipt cash payments in accordance with generally accepted accounting principles and FOC policy.

MINIMUM QUALIFICATIONS:

High school diploma and two (2) years of experience as a detention, correction, or law enforcement officer.

– OR –

Sixty (60) semester hours from an accredited collage AND one (1) year of experience in probation, law enforcement, corrections, criminal justice services, social services, Friend of the Court, or related field.

SPECIAL REQUIREMENTS:

Must possess a valid Michigan Driver license at time of hire.

Must possess a clean driving record.

Must pass a background investigation including LEIN clearance.

  
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Human Resources Director

Established: November 23, 2011

Revised: March 17, 2020