



Job Posting Date: 06/30/2025
Application Deadline: 07/31/2025

50th District Court

70 N. Saginaw St.
Pontiac, MI 48342
(248) 758-3815

Collections Officer

Salary \$55,000 – \$62,000

Supervised by: Court Administrator or Designee
Supervises: None
Department: Clerical Division
Position Type: Full Time
FSLA Status: Exempt

POSITION SUMMARY:

Under the direction of the court administrator and the division of Court Administration, the Collections Officer is responsible for the enforcement and collection of court-ordered fines, fees, restitution, and other financial obligations. This position ensures compliance with court payment plans, monitors delinquent accounts, and initiates collection actions in accordance with court policies and applicable laws. The Collections Officer plays a key role in supporting court operations and maintaining financial accountability.

ESSENTIAL JOB FUNCTIONS

This position may require work outside of regular business hours.

1. Monitor and manage accounts related to fines, fees, restitution, and other court-ordered financial obligations.
2. Establish and manage payment plans with defendants, ensuring compliance with court orders.
3. Contact individuals with delinquent accounts through phone calls, letters, and in-person meetings.
4. Provide information and guidance to defendants regarding payment options, obligations, and consequences of non-payment.
5. Recommend enforcement actions such as wage garnishments, tax intercepts, license suspensions, or civil judgments as necessary.
6. Maintain accurate and detailed records of payment activity, correspondence, and enforcement actions.
7. Prepare reports on collection activities and outcomes for court administrators and judges.

8. Assist with cashiering functions, including receiving payments and issuing receipts.
9. Attend court hearings as required to provide information or testify regarding collection matters.
10. Maintain confidentiality and adhere to all court policies and legal standards.

****This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.***

REQUIRED KNOWLEDGE, SKILLS ABILITIES & QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of collection techniques, legal enforcement procedures, and court systems.
- Familiarity with financial recordkeeping and basic accounting practices.
- Strong interpersonal and communication skills, with the ability to handle difficult or emotional situations professionally.
- Proficiency in Microsoft Office and case or financial management software.
- Strong organizational skills and attention to detail.

EDUCATION & EXPERIENCE:

Education: A high school diploma is required. A bachelor's degree in Finance, Business Administration, or Accounting is preferred.

Experience: At least three (3) years of previous experience working in a District Court is required. **Experience in collections, finance, court operations, or customer service is highly desirable.**

LICENSES & CERTIFICATIONS:

- Must possess a valid Michigan driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate

in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

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This job description does not constitute an employment agreement between the 50th District Court and the employee and is subject to change by the 50th District Court as the needs of the Court and requirements of the job change.

HOW TO APPLY

Submit a cover letter describing your experience and how it relates to the qualifications for the position, a resume, and a Court application (See next page) to 50th District Court's Administration at: 50DC-GeneralInfo@pontiac.mi.us

The 50th District Court is an Equal Employment Opportunity Employer



APPLICATION FOR EMPLOYMENT

State of Michigan
50th District Court
70 N. Saginaw Street
PONTIAC, MICHIGAN 48342



INSTRUCTIONS: Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide proof of education or certifications.

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|-----------------------|------------------|
| POSITION APPLIED FOR: | REFERRAL SOURCE: |
|-----------------------|------------------|

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|--|------------------------|------------------------------|---|----------------|--------------|
| LAST NAME | | FIRST NAME | | MIDDLE INITIAL | |
| PREVIOUSLY USED NAME | SOCIAL SECURITY NUMBER | | <small>Note: Completion of your social security number is optional. Failure to submit social security number on this form will not prohibit employment consideration.</small> | | |
| ADDRESS | | CITY | | STATE | ZIP |
| HOME PHONE | ALTERNATE PHONE | | E-MAIL ADDRESS | | |
| PREVIOUS ADDRESS | | PREVIOUS CITY | | PREVIOUS STATE | PREVIOUS ZIP |
| DO YOU HAVE A VALID OPERATORS LICENSE? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | LICENSE NUMBER | STATE |
| CLASS/TYPE | | | | | |

| CHECK ONE BOX FOR EACH QUESTION | YES | NO | | YES | NO |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Are you a United States citizen? | <input type="checkbox"/> | <input type="checkbox"/> | <i>Have you ever been convicted of a felony? (A YES answer does not automatically disqualify you). If so, please indicate the location, offense, date and disposition below.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, are you legally authorized to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you at least 18 years of age? | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| If under 18, can you provide a work permit? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Have you ever been employed by the 50 th District Court? If yes, indicate the position, dates of employment and reason for separation below. | <input type="checkbox"/> | <input type="checkbox"/> | <i>Are felony charges currently pending against you? If so, please state the charge, date and location below. Answering this question does not automatically disqualify you from being hired.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | |
| Do you have any relatives currently employed by the 50 th District Court? If yes, please list name, title and relationship below. | <input type="checkbox"/> | <input type="checkbox"/> | <i>Have you ever served in the Armed Forces? If yes, list branch, dates of service and type of discharge below.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
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| EDUCATION | | | | |
|-------------|---------------|----------------------|------------------|------------------|
| | Name/Location | # of Years Completed | Diploma / Degree | Courses of Study |
| High School | | | | |
| College | | | | |
| Other | | | | |

PRELIMINARY REQUIREMENTS

Explain how you meet the preliminary requirements listed in the job posting. Include any training and skills (such as other languages spoken) you have that may be useful for the job in which you are applying. Be specific.

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EMPLOYMENT EXPERIENCE

Include all positions held within the last 10 years. Attach additional pages if needed.

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|--|--|---------------------|
| Employer Name/Address | | Telephone |
| Position Held | | Dates of Employment |
| From | | To |
| Duties | | Salary |
| Start | | Last |
| Name and Title of Supervisor | | Reason for Leaving |
| May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

| | | |
|------------------------------|--|---------------------|
| Employer Name/Address | | Telephone |
| Position Held | | Dates of Employment |
| From | | To |
| Duties | | Salary |
| Start | | Last |
| Name and Title of Supervisor | | Reason for Leaving |

| | | |
|------------------------------|--|---------------------|
| Employer Name/Address | | Telephone |
| Position Held | | Dates of Employment |
| From | | To |
| Duties | | Salary |
| Start | | Last |
| Name and Title of Supervisor | | Reason for Leaving |

REFERENCES

List two personal references who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers.)

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|------|---------|-------------------------------|------------|
| Name | Address | Telephone # (Incl. Area Code) | Occupation |
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Read Carefully and Sign

I hereby certify that the information provided in this application and any attachments is true and complete. I further understand and agree that any misrepresentation, falsification or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal from employment if discovered at a later date.

I authorize the 50th District Court to investigate all statements contained in this application, including disciplinary records of any current or former employers, police departments, and other references or sources concerning me. I authorize all such former employers, references and sources to release this information, and I release from all liability and responsibility all persons, companies or corporations supplying such legal information. I waive any right to written notice of the release of such records and legal information.

Should I receive a conditional offer of employment, I agree to submit to a physical or psychological examination and drug screen if requested and understand that any offer of employment is contingent upon the results of the physical/psychologist examination and drug screen, as well as successful completion of a background investigation.

Signature _____

Date _____

