
Enforcement Officer Resume

Job Objective

To secure an Enforcement Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

Highlights of Qualifications:

- Extensive experience in law enforcement
 - In-depth Knowledge of law enforcement dispatch procedures
 - Family Law, family counseling, children and, family law, family counseling, children and family programs
 - Strong attention to detail
 - Ability to develop and maintain effective work relationships
 - Excellent written and verbal communication skills
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Professional Experience:

Enforcement Officer
Travis County, San Francisco, CA
August 2005 – Present

- Provided customer service to the general public concerning child support and visitation enforcement, fee questions, Attorney General.
- Attended court to accompany attorneys in all phases of the disposition of a pending case.
- Negotiated agreed settlements with parties using mediation techniques.
- Recommended course of action to attorney if no agreement possible.
- Processed requests for enforcement of child support court orders.
- Researched case files, database of court activity and order history.

Enforcement Officer
Randstad, San Francisco, CA
May 2000 – July 2005

- Performed law enforcement regarding investigations on cases involving the execution of various investigative functions.
 - Researched and analyzed information, determined actions to be taken, documented cases, formalized reports and made recommendations.
 - Reviewed court order for enforceability.
 - Conducted audit on account to determine child support arrears.
 - Performed investigations to locate absent parents.
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Education:

Bachelor's Degree in Criminal Justice
Immaculata University, Immaculata, PA

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