

94TH JUDICIAL DISTRICT COURT
310 Ludington Street, Suite 116, Escanaba, MI 49829
Telephone: (906) 789-5106 Fax: (906) 789-5198



STEVEN C PARKS
DISTRICT JUDGE

SAMANTHA HENDERSON
COURT ADMINISTRATOR

POSITION VACANCY ANNOUNCEMENT

POSITION: **ADULT PROBATION OFFICER - MALE**
DIVISION: 94TH DISTRICT COURT – DELTA COUNTY
SALARY: \$41,801.72 ANNUAL SALARY BASED ON 40 HOURS PER WEEK

REPORTING
RELATIONSHIP: 94TH DISTRICT COURT JUDGE

GENERAL

SUMMARY: Under the supervision of the District Court Judge and Court Administrator, the Probation Officer will supervise and broker offenders referred to the 94th District Court. The Officer will be responsible for service delivery to offenders within departmental and statutory guidelines. The Officer will be responsible for the achievement of departmental objectives, as well as ensuring high quality and cost-effective service delivery systems. The Officer performs special projects as directed by the District Court Judge and Court Administrator.

EXPERIENCE & EDUCATION REQUIREMENTS:

Minimum: Bachelor's degree preferably in human services, counseling, criminal justice or social work. With a bachelor's degree, a minimum of one-year practical experience or three to twelve months in a similar or related position is required. An associate's degree is acceptable if coupled with a minimum of ten years of full-time employment in human services, counseling, criminal justice or social work. These requirements may be expanded, reduced, amended or modified at the discretion of the District Court Judge.

Preferred: Professional office experience. Skills in time management and multi-tasking. Working knowledge of Michigan judicial branch structure and functions.

DEADLINE TO APPLY: OPEN UNTIL FILLED

Interested persons should submit – via email or hard copy – a letter of interest and resume to: Samantha Henderson, 310 Ludington St. Escanaba, MI 49829 / shenderson@deltacountymi.org

94th DISTRICT COURT - JOB DESCRIPTION

JOB TITLE: Adult Probation Officer - Male

JOB CODE:

Non-Exempt

DEPARTMENT: District Court

GENERAL SUMMARY

Under the supervision of the District Court Judge and Court Administrator, the Probation Officer will supervise and broker offenders referred to the 94th District Court. The Officer will be responsible for service delivery to offenders within departmental and statutory guidelines. The Officer will be responsible for the achievement of departmental objectives, as well as ensuring high quality and cost-effective service delivery systems. The Officer performs special projects as directed by the District Court Judge and Court Administrator.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Monitors the conditions of probation as set forth by the 94th District Court and reports any violations to the court.
2. Supervise and counsel defendants placed under his supervision in order to achieve successful completion of court ordered terms.
3. Prepares and coordinates all information relative to the defendants' case in order to provide factual information in a timely and accurate manner for the court when called upon to testify.
4. Maintains Face-to-Face contact per supervision level established.
5. Develop, review, and modify case plans with each adult as established.
6. Maintains an accurate and timely historical record of all information related to probation cases under his supervision.
7. Refers defendants to community social service agencies and advocates for necessary services from the agencies.
8. Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agency.
9. Provides accurate information to probation departments outside the jurisdiction of Delta County on courtesy supervision cases or in regards to record checks.
10. Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
11. Assesses on a continuous basis a method to improve service delivery.
12. Will attend meetings, court, and staffing as ordered by the court and/or management.
13. Adhere to all County and District Court policy and procedures.
14. Performs special projects and responsible for successful completion of directives as specified by the District Court Judge/management.
15. Performs urinalysis testing on male probationers as directed by court ordered conditions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of a Bachelor's degree preferably in human services, counseling, criminal justice or social work. With a bachelor's degree, a minimum of one-year practical experience or three to twelve months in a similar or related position is required. An associate's degree is acceptable if coupled with a minimum of ten years of full-time employment in human services, counseling, criminal justice or social work. These requirements may be expanded, reduced, amended or modified at the discretion of the District Court Judge.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from probationers as well as communicate needs of minors to other service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload population as well as the work culture.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and meet necessary

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.

deadlines.

6. Requires analytical decision-making skills and problem-solving skills in order to deliver casework supervision and follow departmental policy and procedures relative to the performance of the position.
7. Requires all fact-finding ability in order to complete reports and comply with applicable statutes.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by District Court.
9. Requires working knowledge of Michigan Statutes, and local practice of District Court.
10. Require working knowledge of Word and Excel necessary to meet departmental deadlines.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), typing are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, climbing, balancing, lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e., fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, surgical gloves and obtaining urine in a urinalysis cup. Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: District Court Judge/Court Administrator
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal background check, drug test, and passing a physical.

BLOOD BORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd./Elected)

Title

Date

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.