

**52-3 DISTRICT COURT
OAKLAND COUNTY MICHIGAN**

POSITION ANNOUNCEMENT

Part Time Probation Investigator

Hourly Rate: \$17.55

No Benefits

General Summary:

Job duties consist of writing comprehensive pre-sentence reports that detail the defendant's personal, educational, employment, criminal, bond compliance and substance abuse/mental health histories. Investigator must utilize current county-wide and/or various court/legal system computer programs to complete assignments. Position requires contact with judges, attorneys, victims, prosecutors, police, other court jurisdictions, community agency representatives and pretrial service department. Time sensitive reports must be accurate and free of errors. On occasion, investigator must be able to testify in court and email judges directly.

Minimum Qualifications

1. Bachelor degree from an accredited college/university in Psychology, Social Work, Sociology Criminal Justice or Human Resources.
2. Considerable skill/knowledge of interviewing and investigating techniques.
3. Have experience in writing pre-sentence reports.
4. Pass the pre-employment medical examination provided by the County of Oakland.

Desired Qualifications

1. Knowledge of counseling practices, procedures and treatment plans.
2. Working knowledge of drug testing facilities and community agencies.
3. Reasonable ability to communicate with others under adverse conditions.

Email or fax resumes to: DeAnne Bukari, Probation Supervisor
52-3 District Court, Rochester Hills, MI
bukarid@oakgov.com fax: 248.299.7891

Deadline: April 11, 2014