

STATE OF MICHIGAN



District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE
HONORABLE DENNIS N. POWERS
HONORABLE ROBERT BONDY
DISTRICT JUDGES

(248)305-6460 Criminal
(248)305-6511 Traffic
(248)305-6080 Civil
(248)305-6144 Probation

Joyce A. Renfrow
COURT ADMINISTRATOR

JOB ANNOUNCEMENT PROBATION INVESTIGATOR/OFFICER 52-1 DISTRICT COURT

20 hours per week
\$17.55
NO BENEFITS

Reports to: District Court Probation Director

GENERAL SUMMARY:

Under limited supervision, interviews, investigates, and evaluates personal and criminal history of individuals convicted by the District Court of misdemeanor crimes. Prepares pre-sentence investigation and alcohol assessment reports and makes recommendations for disposition in the court, which includes a treatment plan and recommendation for sentencing. Utilizes current county-wide and/or department specific software to complete assignments. Will be assigned a small caseload of clients on probation.

Bachelor's Degree required with major course work in criminal justice, psychology or social work. Strong writing skills and proficiency in word processing is required. Applicant must have knowledge of issues relating to substance abuse and addiction. Prior experience working in a court or counseling setting preferred.

Please forward resume to:

Alexandra Black, Director of Probation
blacka@oakgov.com

Closing:

Friday, 04/11/14

Submitted: 04/03/14
