



19TH DISTRICT COURT
19077 Michigan Avenue
Dearborn, Michigan 48126



Employment Opportunity

Announcement #03-2018

Part-Time Probation Officer

Closing Date: Open until filled.

However, those who apply by May 25, 2018, will be given priority consideration.

Starting Salary Range: \$15.00 to \$16.50 per hour (20 hours per week).

(Additional incremental step increases provided based on service and successful performance.)

The 19th District Court is looking for a talented self-starter to join our probation team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy clerks, court security officers, probation officers and work program supervisors. You will have the opportunity to be a in a professional work environment that fosters career growth and the opportunity to enhance your knowledge, skills and abilities.

Created by state law in 1968, the 19th District Court has an annual caseload greater than 70,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in in Wayne County.

Position Overview:

Under general supervision, the incumbent performs: 1) administrative functions including maintaining accurate and up-to-date case records, preparing and submitting reports, gathering and evaluating data, following court policy and monitoring compliance; 2) casework and interviewing functions including clarifying problems, suggesting constructive methods, collaborating with public and private community agencies, and establishing professional relationship with probationers; 3) enforcement functions including enforcing the Court's orders, documenting facts and testifying in court.

Description of Work:

Essential Duties: (These duties are a representative sample; position assignments may vary.)

- Interviews individuals placed on probation, family, employer, complainant, victim, law enforcement and/or other individuals as required.
- Prepares and presents presentence reports and sentencing recommendations to the Court, and responds to judicial officers' requests for information.
- Supervises a select caseload, ensures compliance and enforces all probation terms as specified by judicial order.

- Refers probationers to community agencies for assessment, counseling and treatment for substance abuse as needed.
- Maintains a detailed written record of case activity and performs other clerical tasks including updating case management database applications.
- Prepares and generates motion and/or order to showcause, violation of probation and reviews.
- Responds to inquiries by providing accurate information pertaining to probation matters in accordance with applicable local policy, practices, rules and laws.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

Qualifications:

Experience:

Bachelor's degree in social work, criminal justice, education, behavioral sciences or closely related area and one (1) year of specialized experience requiring the regular and recurring application of clerical procedure that demonstrates the ability to apply a body of rules, regulations, directives, or laws; or, completion of 30 semester hours of college or university course work in social work, criminal justice, education, behavioral sciences or closely related area and two (2) years of specialized experience.

Specialized experience is commonly encountered in probation and pretrial services offices, law firms, legal counsel offices, banking and credit firms, educational institutions, or social service organizations.

Knowledge of:

- The principles and methods concerned with personal and social problem solving;
- Code of Conduct and compliance with the Code of Conduct and court confidentiality requirements.

Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objective and activities;
- Use of automated systems and applications including word processing, spreadsheet and database applications, internet, financial systems, accounting applications, and various other types of systems and software.

Ability to:

- Develop programs with community organizations;
- Relate effectively to the public and individuals on their caseload;
- Consistently demonstrate sound ethics and judgment.
- Communicate effectively (orally and in writing), write reports in a clear, concise, factual and understandable manner;
- Interact effectively with others, provide customer service and resolve difficulties while complying with regulations, rules, and procedures.

Desirable Qualifications:

- Two (2) years of probation experience in a court.
- Knowledge of the community in which the district is located and of its resources; the ability to communicate with a wide variety of people of diverse backgrounds in the course of supervision duties.

Physical Requirements:

Work is performed in an office environment. Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The position requires the ability to remain in a stationary (sitting or standing) position for extended periods of time.

Information for Applicants:

At the 19th District Court, we are dedicated to providing excellent customer service to the public, and to ensure the effective and impartial management of cases. We believe our employees and the different perspectives they bring are the motivating force behind our success. Come discover a court that is focused on quality impartial service, but also cares about you. For the court to be an effective institution, staff members must reflect a high level of professionalism as they carry out all assigned duties and enforce the rules and orders provided by the court. This opportunity will provide invaluable experience for your career growth.

Information for Applicants:

To be assured consideration, please submit a cover letter, resume and completed supplemental questionnaire **via e-mail to the Court Administrator, Eric F. Cyman at ecyman@ci.dearborn.mi.us**. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Specify Part-time Probation Officer in the cover letter and e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered. Part-time employees' work hours may vary; however, standard work hours are scheduled between Monday and Friday from 8:00 a.m. to 5:00 p.m. The person selected for the position will be subject to a criminal history background check and drug screen.

The 19th District Court is an Equal Employment Opportunity Employer.

Part-time Probation Officer Supplemental Questionnaire

INSTRUCTIONS: Following are a series of supplemental questions designed to assess your job related experience and qualifications. **All questions must be answered.** Please note that as part of the screening process your responses will be reviewed in conjunction with the employment history and education detailed in your resume. If your responses cannot be validated, you will not proceed to the next step of the review and selection process.

Please check the box to indicate you have read and understand the instructions.

1. What level of higher education have you completed?

- No Degree
- Completion of 30 semester hours of college or university course work
- Bachelor's Degree
- Master's Degree

2. Is your higher education and/or degree in social work, criminal justice, behavioral sciences or related filed?

- Yes
- No

3. How many years of progressively responsible clerical or administrative experience do you have?

- No experience
- One year to less than three years of experience
- Three years to less than five years of experience
- Five years to less than seven years of experience
- Seven years or greater

4. How many years of casework experience in a court do you have?

- No experience
- One year to less than three years of experience
- Three years to less than five years of experience
- Five years to less than seven years of experience
- Seven years or greater

Self-Rating Supplemental Questionnaire

For each topic or question below, please check the best answer that best reflects your personal skill level in each item being rated.

5. Develop programs with community organizations.

- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this

6. Relate effectively to the public and individuals on their caseload.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
7. Communicate effectively (orally and in writing), write reports in clear, concise, factual and understandable manner.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
8. Knowledge of the principles and methods concerned with personal and social problem solving.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
9. Knowledge of the Code of Conduct for Judicial Branch Employees and court confidentiality.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
10. Interact effectively with others, provide customer service and resolve difficulties while complying with regulations, rules and procedures.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this