

**STATE OF MICHIGAN
48TH JUDICIAL DISTRICT COURT**

**JOB POSTING
PROBATION OFFICER**

GENERAL SUMMARY:

Under the direct supervision of the Probation Department Supervisor, conducts investigations and substance abuse screening/assessments. Supervises persons placed on probation to monitor compliance with court orders and to rehabilitate and prevent future violations. Prepares and submits petitions for violations of court order to the Judge. Work is reviewed and analyzed by the department supervisor through conferences, reports and personal observation.

DUTIES AND RESPONSIBILITIES:

The following list is intended to be a general description of duties, and does not reflect all of the duties performed.

- Conducts and prepares presentence reports by investigating backgrounds of individuals awaiting sentencing. Interviews the defendant, family, employer, complainant, victim, law enforcement and other individuals to assist in making written or oral sentencing recommendations.
- Conducts substance abuse screening/assessment interviews with defendants using state approved testing methodologies; creates reports on computer, performs PBT tests as specified by judicial order; makes referrals to licensed treatment agencies for counseling and treatment for substance abuse and/or emotional issues; monitors compliance with treatment plan; assesses treatment providers; maintains and submits substance abuse data according to state licensing requirements.
- Supervises an active probation caseload, ensures compliance and enforces all probation terms as specified by judicial order. Meets monthly with probationers to assess and monitor compliance.
- Prepares and generates petitions for showcause hearings, violation of probation, review hearings; makes recommendations for termination or amendments of probation; appears and gives testimony in court regarding probation violations and similar matters.
- Closes probations files after ensuring all conditions are completed; closes probation cases in computer when judge removes defendant from probation as a result of a violation; promptly files probation folder in probation closed section.
- Responds to inquiries from attorneys, probationers, law enforcement personnel, other courts, the military, the public and others by providing accurate information pertaining to probation matters, while adhering to the guidelines for release of information.
- Performs other related duties as assigned by the Judges or supervisor.

QUALIFICATION REQUIREMENTS

Four year degree from a college or university with undergraduate work in criminal justice, psychology, sociology, or a closely related field. Five years of experience working with persons convicted of felonies and misdemeanors or with persons who have substance abuse issues, or any equivalent combinations of training and experience. Probation officers must obtain valid credentials from the State of Michigan to perform substance abuse screening and assessments. JIS experience preferred. Must possess excellent verbal communication and report writing skills.

SALARY RANGE: \$38,000.00 to \$50,000.00

**Application deadline is August 24, 2018
Send Resume to: HR@48thdc.us**