

Specialty Court Probation Officer, Mid-Michigan Regional Sobriety Court - 65B District Court

General Summary:

Under the supervision of the Project Director of Problem Solving Courts, will conduct investigations/assessments and prepare reports to assist the Judge during the sentencing process on cases referred to the Mid-Michigan Regional Sobriety Court and/or Mid-Michigan Regional Mental Health Court. This position will monitor persons placed on misdemeanor and felony probation for compliance with conditions of probation and the Mid-Michigan Regional Sobriety Court Program and/or Mid-Michigan Regional Mental Health Court; this may also include monitoring individuals on bond. This person will make referrals to various programs/resources to assist participants in completing conditions of probation and the Mid-Michigan Regional Sobriety Court Program and/or Mid-Michigan Regional Mental Health Court. This position will serve as a member of the Mid-Michigan Regional Sobriety Court and/or Mid-Michigan Regional Mental Health Court for Gratiot, Clinton, or Montcalm Counties, as assigned. This position has a small, specialized caseload of offenders specific to the specialty court, and this position will need to be flexible and committed to completing assigned duties. Specialty court probation officers appear in court to give testimony regularly and as needed. This is a grant-funded position and as such is dependent upon continued grant funding.

Essential Functions:

- 1) Process/maintain accurate court file in accordance to established policy and procedures.
- 2) Conduct pre-sentence investigations and assessments, and prepare written reports for presentation to sentencing Judge.
- 3) Manage a small, specialized caseload of specialty court participants in all three counties to ensure program compliance and success, and necessary travel between said counties.
- 4) Conduct personal meetings with program probationers to track their progress, compliance and provide guidance and direction in the court treatment program.
- 5) Conduct urine analysis testing and other drug testing for program participants; weekend testing may be required.
- 6) Attend team meetings in assigned counties.
- 7) Present participant progress reports and provide testimony in court at scheduled review hearings and violation hearings for consideration by the assigned judge.
- 8) Communicate with the project director, court personnel, judges, probation officers, treatment providers, law enforcement, and other community agencies.
- 9) Conduct after hour and weekend home checks to ensure participant compliance.
- 10) Attend continuing education programs in drug treatment court best practices and motivational interviewing.
- 11) Achieve familiarity with applicable state statutes, court proceedings, and policy handbook governing treatment courts.

- 12) Utilize designated court case management computer systems that include DCCMIS, JIS, JDW, LEIN, SOS, and become LEIN certified.
- 13) Prepare written documentation, including but not limited to, probation orders, discharge orders, probation violation reports and recommendations.
- 14) Abide by the SCAO Code of Ethics.
- 15) Must pass background investigation, including drug screen, cannot have been convicted of any Felony, any assaultive, dishonest or fraudulent, drug/alcohol related misdemeanor.

Minimum Qualifications:

- 1) Bachelor's Degree in Social Work, Psychology, Criminal Justice or a related/acceptable field of study.
- 2) Ability to work independently.
- 3) Demonstrated computer skills
- 4) Valid driver's license and reliable transportation.

Physical/Mental Requirements:

The job requires the ability to perform the essential functions contained in this job description: (Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements).

Ability to climb stairs.

Ability to drive to trainings or meetings.

Visual acuity to read, proofread and write reports.

Hearing acuity to listen and communicate in person and/or by phone.

Ability to handle stress.

Mental capacity to analyze data, use sound judgement and make sound decisions.

Working Conditions:

Works in office environment.

Exposure to people from all social, economic and cultural background.

Exposure to occasionally irate people.

June 2018/65 B District Court

Official posting may be found at:

<http://www.gratiotmi.com/Departments/Human-Resources/County-Employment>

Please complete the county application and submit, along with your resume and cover letter to hr@gratiotmi.com by 4:30 p.m. on July 23, 2018.