



19TH DISTRICT COURT
19077 Michigan Avenue
Dearborn, Michigan 48126



Employment Opportunity

Announcement #01-2018

Part-Time Work Program Supervisor

Closing Date: Open until filled.

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

Starting Salary Range: \$14.00 to \$15.00 per hour.

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

The 19th District Court is looking for a qualified applicant to join our alternative work program team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy clerks, security officers and probation officers. We are seeking a Part-Time Work Program Supervisor to provide work program supervision ***every other weekend*** and provide backup coverage as needed.

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 Wayne County.

Position Overview:

Under general supervision, the Work Program Supervisor supervises approximately a 12 member crew, transports and oversees the work of the crews in the community.

Description of Work:

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

- Drives the work program van to transport individuals to and from worksites.
- Monitors individuals for compliance with work program rules.
- Maintains a daily record of check in and attendance for program participants.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.
- Maintains a safe environment for all court stakeholders.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

Qualifications:

Experience:

Associate's degree in criminal justice or two-years of related college level coursework; or, high school diploma or equivalent (G.E.D.) and two (2) years of experience in security, law enforcement or closely

related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Concealed Pistol License (CPL) permit is required and the ability to successfully complete annual firearm qualification. Valid Michigan Driver's License is required.

Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objective and activities;

Ability to:

- Consistently demonstrate sound ethics and judgment.
- Interact effectively with others, provide customer service, deescalate and resolve difficulties while complying with regulations, rules, and procedures.

Desirable Qualifications:

- Previous experience in law enforcement is desirable.
- Previous experience in a court is desirable.

Physical Requirements:

Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 50 pounds. Operate motor vehicles requiring continuous or repetitive hand/arm movements. Duties require sufficient mobility and the ability to remain in a stationary (sitting or standing) position for extended periods of time. Year-round outside work, exposure associated with observing probationary defendants carry out work assignments.

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.

How to Apply:

To be assured consideration, please submit a cover letter and resume **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 Work Program Supervisor in the e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered. Work hours are generally 7:00 a.m. to 3:00 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.