



THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

**POSITION POSTED:** PSYCHOLOGIST IV  
**SALARY RANGE:** \$54,294.00 - \$74,785.00  
**DATE POSTED:** May 9, 2016 – Until Filled

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**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.**

**MINIMUM QUALIFICATIONS:**

- Ph.D. in Psychology; fully licensed psychologist in the State of Michigan.
- At least five years' experience providing psycho-diagnostic assessments and/or mediation services of both children and adults.
- Experience with supervision and/or program coordination.
- Current Michigan Licensed Psychologist (LP) in good standing
- A valid Michigan driver's license, no fault auto insurance and access to a vehicle to use in the performance of assigned duties may be required.

**DESCRIPTION OF WORK:**

Under direction of the Division Head or Designee, this position is responsible for supervising staff and completing evaluations to ensure caseload coverage related to specialized assessments. Assists in ensuring that effective and appropriate services are provided to the Court, and to its clientele per funding/accreditation standards.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	30%
Interview	70%

**APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.**

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\***

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 0600-019**

**Date Issued: 8/20/2015**

**Title: PSYCHOLOGIST IV**

**SUMMARY:**

Under direction of the Division Head or Designee, this position is responsible for supervising staff and completing evaluations to ensure caseload coverage related to specialized assessments. Assists in ensuring that effective and appropriate services are provided to the Court, and to its clientele per funding/accreditation standards.

**ESSENTIAL FUNCTIONS:**

1. Ensures compliance with funding and accreditation sources by completing audits and reviews, co-chairs committees, monitors the quality of service delivery; assists with the development of quality improvement plans.
2. Ensures high quality and timely completion of specialized assessment cases by training and supervising staff.
3. Ensures caseload coverage by providing various direct service activities as assigned. This includes but not limited to psycho-diagnostic evaluations, treatment, and crisis intervention.
4. Contributes to short and long-term planning and development activities by recommending changes or additions to policies and procedures and preparing drafts of written guidelines as assigned. Assesses service needs and develops new programming which improves and/or expands service delivery. Represents the Court on committees and boards as assigned.
5. Assists in the enhancement and expansion of the Court's delivery of services by serving as a consultant on research projects and program development and implementation.
6. Ensures staff complies with Court, Clinic, CMH, Medicaid, CARF, standards, policies and procedures.
7. Assists with the implementation of plans or agreements by providing families with referrals to appropriate resources and coordinating with other professionals in the community.
8. Ensures necessary documentation of case activities by maintaining current case records and completing statistical records as assigned.
9. Assists with the identification and evaluation of needs and the development and implementation of policies, procedures and programs, making recommendations as appropriate.

10. Meets as needed with reporting staff regarding operational goals, status changes and other pertinent information.
11. Represents management by hearing, investigating and responding to employee complaints and union grievances.
12. Supervises reporting staff by identifying and assigning work, communicating work performance expectations, establishing professional development plans, implementing corrective action plans, approving time, conducting periodic performance reviews, acknowledging accomplishments, providing assistance and issuing discipline.
13. Performs other duties as assigned.

**QUALIFICATIONS:**

- Ph.D. in Psychology; fully licensed psychologist in the State of Michigan.
- At least five years' experience providing psycho-diagnostic assessments and/or mediation services of both children and adults.
- Experience with supervision and/or program coordination.

**KNOWLEDGE ,SKILLS, and ABILITIES:**

- Knowledge of the community and its resources.
- Ability to perform psychological testing concerning children, adolescents, and adults.
- Proficient using Microsoft Office Suite.
- Ability to effectively communicate verbally; to write clearly and concisely; to interact with those from various backgrounds.
- Ability to identify and understand the speech of another person.
- Ability to manage one's own time and the time of others.

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

- Current Michigan Licensed Psychologist (LP) in good standing.
- Candidates considered for placement in this job title will be subject to a criminal background investigation.

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 0600-019**

**Date Issued: 8/20/2015**

**Title: PSYCHOLOGIST IV**

- A valid Michigan driver's license, no fault insurance, and access to a vehicle to use in the performance of assigned duties may be required.

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*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.*

Notes:

08/20/2015 Updated for Content and format

5/5/2016 Updated for content.