

PLEASE POST

PLEASE POST

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

POSITION POSTED: CASE MANAGER
SALARY RANGE: \$33,072.00 to \$44,209.00
DATE POSTED: November 5, 2009-November 12, 2009

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below. This is a grant-funded position for which the court has received funding for three years. The continued funding of this position is contingent upon the receipt of additional grant funds.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university; knowledge of criminal justice system and community resources; excellent written, oral, and computer skills. Candidate must be able to handle a high volume caseload, communicate effectively with a diverse population, possess strong analytical and problem solving skills, and maintain a professional rapport with other outside agencies.

DESCRIPTION OF WORK: Under limited supervision of the Adult Drug Court Coordinator, the Case Manager conducts interviews of referred clients to the Adult Drug Court Program; monitors and supervises participants in conjunction with outside agencies; and records and reports compliance or non-compliance to Drug Court Judges including recommendations for continuance, expulsion, or graduation. The duties and responsibilities of an employee in the position of Case Manager include but are not limited to the following:

- A. Conducts intake of potential participants referred to the Adult Drug Court under established program guidelines.
- B. Educates defendants and lawyers on Adult Drug Court Program requirements.
- C. Refers participants to outside agencies and other community resources for assistance.
- D. Monitors compliance of Drug Court participants with the conditions of the Court Order and related program requirements.
- E. Acts as liaison between the participant's probation officer and the Drug Court Judge.
- F. Attends Drug Court proceedings and status conferences for participants.
- G. Confers with Drug Court judges on pertinent information relating to participants' performance levels.
- H. Prepares all necessary documentation for maintenance of the computer database, client files, and court proceedings.
- I. Collects and provides necessary data for statistical reporting.
- J. Attends and participates in drug court team meetings and program seminars as required.
- K. Meets with participants to assess and assist with potential problems and needs.
- L. Recommends incentives, sanctions, and levels of supervision of participants to the Drug Court Judge.
- M. Requests adjournment of status conferences for participants when deemed necessary.
- N. Completes show cause orders for defendants who fail to appear for status conferences.
- O. Performs clerical duties as necessary and other duties as assigned.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon the examination described herein. Applicants who achieve a passing score on each portion of the examination shall be placed on the eligibility list in order of their final ratings. Any passing applicants scoring within 7% of the highest rating achieved in the examination process shall be placed in Group One. Any passing applicants scoring below 7% of the highest rating achieved in the examination process, but within 14% of the highest rating shall be placed in Group Two. Any passing applicants scoring below 14% of the highest rating achieved in the examination process shall be placed in Group Three. Applicants in Group One who are active employees of the Third Judicial Circuit at the time of filling a vacancy shall receive job offers in accordance with the provisions of the collective bargaining agreement. If the list of applicants in Group One is exhausted, offers will be made to applicants in Group Two using the same procedure, and so on until the eligibility list expires or is exhausted. If two or more applicants in the same group have identical court seniority, examination final ratings shall be used to break the tie.

NOTE: Applicant's information on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this classification. Applicants may be required to document qualifications in order to receive credit for them. The Court may limit further consideration only to the applicants appearing to be the most qualified.

EXAMINATION COMPONENTS AND WEIGHTS

1. Written Test	50%
2. Oral Interview	<u>50%</u>
	100%

APPLICANTS MUST ATTAIN A MINIMUM SCORE OF 75% ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON OTHER PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE & DEADLINE: Official application forms must be received **no later than 4:30 p.m. on the last day of this posting** at the Third Judicial Circuit, Office of Human Resources, 720 Coleman A. Young Municipal Center, Detroit, MI 48226. Applications are available in the above offices. Applicants must include a detailed description of experience and training sufficient to determine the applicant's qualifications for this classification. Resumes may be included with the application form but may not be substituted for it. An official college transcript will be required for each college. The street address, city, state, and zip code must be given for each current and former employer. 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 accommodation because of a disability, please call us at (313) 224-7018. Hearing-impaired individuals may use our TDD: (313) 224-7882.

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

*** AN EQUAL OPPORTUNITY EMPLOYER ***

EMPLOYMENT APPLICATION

Third Judicial Circuit of Michigan

The Court is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of age, gender, race, religion, color, national origin, handicap/disability, marital status, height and weight or any other legally protected status.

Please complete the entire application and sign the Authorization and Understanding at the end of the application.

An illegible or incomplete application will not be accepted. Filing an application does not imply that you will be interviewed or hired, only that you will be considered for employment based upon the stated occupational preference. Applications are active for six months after date received.

If you are offered employment, it will be necessary to complete the following pre-employment requirements: verification of eligibility to work, fingerprinting, physical examination, and drug testing, the results of which must be satisfactory to the Court.

Please type or print clearly

Last Name	First Name	Middle Name	Social Security Number			
List other names you have used that are needed to check your work or school records:			Valid Driver's License No:			State:
Street Address			City	State	Zip	Telephone Number Home () - Office () -
18 Years or Older <input type="checkbox"/> Yes <input type="checkbox"/> No		U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, authorized by Immigration & Naturalization to work in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT PREFERENCES

Position/Type of work interested in: _____

How were you referred to the Court?

Have you ever applied to this Court before or been employed by any other Courts in Wayne County? Yes No

If yes, specify: _____

Are any of your friends or relatives employed by Third Circuit Court? Yes No

If yes, specify: _____

Name of Relative/Friend: _____ Relationship of Relative: _____

Have you ever been convicted of, or pled guilty or nolo contendere to a crime other than routine traffic offenses? Yes No

Are there any felony charges pending against you? Yes No

If yes, explain. _____

NOTE: Convictions will not automatically disqualify you. IF YOU ANSWERED YES, please give dates, nature of the offense and conviction and related information on an attached, signed statement, so consideration can be given.

Have you ever received a disciplinary suspension or been discharged from any position? Yes No

Have you ever quit in lieu of discharge? Yes No

If yes, when and explain: _____

Answering yes to these questions will not necessarily disqualify you for employment.

U.S. Military Service

Branch of Service	Dates of duty	Type of discharge	Rank at discharge	Duties and Special training

EDUCATION AND TRAINING

Type of School	Name and Location	Course or Major	Graduated
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had training or experience in the operation of a keyboard operated electronic word-processing device? <input type="checkbox"/> Yes <input type="checkbox"/> No Speed: _____			
List the office and data processing equipment you can operate (include programming languages).			
List appropriate seminars, training programs, and additional coursework you have completed within last two (2) years.			
Are you licensed to practice law in Michigan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list your AP# No. _____			
Are you attending school now or do you plan to further your education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify courses and time commitment:			
Do you have a current Michigan Social Worker registration? <input type="checkbox"/> Yes (If yes, please attach a copy.) <input type="checkbox"/> No Do you have a current Michigan Social Worker Technician registration? (Bachelor's degree in Social Work is required) <input type="checkbox"/> Yes (If yes, please attach a copy.) <input type="checkbox"/> No Do you have a current Michigan Certified Social Worker registration? <input type="checkbox"/> Yes (If yes, please attach a copy.) <input type="checkbox"/> No			
Do you have a current Michigan license in Psychology? <input type="checkbox"/> Yes <input type="checkbox"/> No Check box that applies and attach copy of license: <input type="checkbox"/> Temporary Limited License (Masters) <input type="checkbox"/> Limited License (Masters) <input type="checkbox"/> Limited License (Doctoral) <input type="checkbox"/> Full License (Doctoral)			
Do you have a current Michigan Licensed Professional Counselor (LPC) registration? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a current Michigan Limited Licensed Professional Counselor (LLPC) registration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy.			
Do you hold any other professional licenses or certifications? <input type="checkbox"/> Yes <input type="checkbox"/> No Certification No. _____ If yes, please list, describe and attach a copy:			
Have you ever had a professional license/certification revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list dates of occurrence (s) and describe: _____			
Are you currently under investigation by any agency or department concerning any licensure or certification matter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Type of School	Name and Location	Course or Major	Graduated
----------------	-------------------	-----------------	-----------

May we contact your current employer? Yes No

EMPLOYMENT HISTORY (Writing "see resume" is NOT acceptable.)

Please give your accurate, complete full-time and part-time employment record. Start with your present or most recent employer and go back at least ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Please answer each question.

Name and address, city, state, and zip of employer		Dates employed (month, day, year) from: to:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____ hours/week)
Position/Title	Reason for leaving	Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ ____ Ending: \$ ____	
Description of duties:			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from: to:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____ hours/week)
Reason for leaving		Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ ____ Ending: \$ ____	
Description of duties:			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from: to:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____ hours/week)
Reason for leaving		Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ ____ Ending: \$ ____	
Description of duties:			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from: to:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____ hours/week)
Reason for leaving		Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ ____ Ending: \$ ____	

Name and address, city, state, and zip of employer	Dates employed (month, day, year) from: to:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____ hours/week)
Description of duties:		

REFERENCES: List professional references (include your current and former Employer).

EMPLOYER/COMPANY'S NAME	ADDRESS	OCCUPATION	TELEPHONE
			() -
			() -
			() -
			() -

AUTHORIZATION and UNDERSTANDING

I represent that the answers and information given by me in this application are true and complete. I authorize the Third Judicial Circuit of Michigan to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Court to furnish any information relevant to my application for employment and further release all persons and organizations from any and all liability for any and all damages whatsoever for releasing such information.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I consent to all legally permissible medical examinations, fingerprinting and drug and alcohol testing required by the Court.

I understand and agree that employment with the Court in a non-union position is at-will and a union position is also at-will during the probationary period, and that either I or the Court can terminate my employment and compensation, with or without cause, and with or without notice. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understanding (s) that contradict an at-will status of employment during the probationary period are canceled. Further, I understand that only the Chief Judge of the Third Judicial Circuit of Michigan has any authority to enter into any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the Chief Judge.

In consideration of my employment, I agree to conform to the rules and policies of the Court. Also, I agree not to begin any action or suit relating to employment with the Court more than six months after the date of termination of such employment and I waive any statute of limitations to the contrary.

My signature below indicates that I have read and understood the above paragraphs.

Name (Please print)

Signature

Date

Thank you for applying. Please return your completed application to:
Third Judicial Circuit of Michigan ■ Office of Human Resources
720 Coleman A. Young Municipal Center
Detroit, MI 48226