

# State of Michigan

## Twenty Second Judicial District Court

SABRINA L. JOHNSON  
DISTRICT JUDGE

28279 MICHIGAN AVENUE  
INKSTER, MICHIGAN 48141

TELEPHONE (313) 277-8200  
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### JOB DESCRIPTION

Application Deadline: January 19, 2019

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**JOB TITLE:** District Court \* Court Officer  
Full-Time \* Medical \* Dental \* Vision \* At-Will  
\$15.00 to \$20.00 per hour

**REPORTS TO:** District Court Administrator and Chief Judge

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#### General Summary:

Under the supervision of the court administrator, the successful candidate will perform general security duties at the Court. The court officer promotes security and orderly behavior within the confines of the Court facility by providing a visible presence within the facility. The court officer also has the responsibility for maintaining order, and protecting the judge, court personnel, general public, and attorneys. The court officer is responsible for screening individuals before they enter the courtroom, and serves other needs as determined by the judge and/or court administrator.

#### Education and Experience:

The applicant must possess a high school diploma or equivalent; or a minimum of one year's related experience and/or training; or a combination of education and experience. Prior law enforcement experience preferred.

#### Certificates, Licenses, Registrations:

Must be able to periodically qualify to carry a firearm in the course of employment and receive such other required training. Must maintain a concealed weapon permit from the County. Must possess and maintain a valid Michigan Driver's License.

#### Physical Demands:

Employee must show proof of physical ability to provide security for judge, prisoner, witnesses, court personnel, attorneys, and the public. While performing duties of the job, the employee is frequently required to stand for long periods of time, and do a

considerable amount of walking. The employee may be required to engage in extremely strenuous activity in the subduing of violent individuals.

**Compensation & Benefits:**

This position is full-time with benefits. The compensation range, depending on experience and qualifications, is \$15.00 to \$20.00 per hour.

**Application Process:**

Please send your cover letter and resume to **Priscilla A. Gibbs, Court Administrator, [pgibbs@districtcourt22.com](mailto:pgibbs@districtcourt22.com)**. If you are unable to send applicant material electronically, please mail to: 22<sup>nd</sup> District Court, 26279 Michigan Avenue, Inkster, MI 48141- Attn: Priscilla A. Gibbs.

**AN EQUAL OPPORTUNITY EMPLOYER**