

# State of Michigan



## Twenty Second Judicial District Court

SABRINA L. JOHNSON  
DISTRICT JUDGE

26279 MICHIGAN AVENUE  
INKSTER, MICHIGAN 48141

TELEPHONE (313) 277-8200  
FACSIMILE (313) 277-8221

### JOB DESCRIPTION

Application Deadline: January 19, 2019

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**JOB TITLE:** Court Officer/Community Service Supervisor  
Full Time \* No Benefits \* At-Will  
\$20.00 per hour

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

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#### General Summary:

Under the supervision of the Judge and Court Administrator the successful candidate will perform duties related to monitoring, transporting, and supervision of individuals ordered to complete community service through the court's work program. Duties include operating a work program van, clerical paperwork, directing individuals to complete specific tasks, monitoring individuals for compliance of work program rules, and communicating with the general public. Some weekends required. Applicant must be able to perform a wide variety of duties with primary responsibilities as a Community Service Supervisor. Responsibilities require supervision of work crew, transport and oversees the work of the crew in the community. The work program is conducted during the work week, and some weekends in all weather conditions.

#### Employment Qualifications:

The candidate shall possess a minimum of a high school diploma or equivalent, and must have a valid CDL; Must be able to work independently and be able to direct individuals in completing assigned tasks. Must be able to stand and walk for longer periods of times as well as work in all weather conditions. Must pass a pre-employment criminal/civil background check. Must demonstrate good judgment, tact and courtesy, as well as leadership qualities; valid Michigan Driver's License with CDL privileges which need to be maintained during the course of employment; five years or more experience in security/law enforcement or court security. 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.

**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**