



16077 Michigan Avenue  
Dearborn, Michigan 48126

Created by state law in 1968, the 19<sup>th</sup> 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.

The 19<sup>th</sup> District Court is looking for a talented self-starter to join our team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy court clerks, court security officers, probation officers and work program supervisors. You will have the opportunity to be in a professional environment that fosters career growth and the opportunity to enhance your knowledge, skills and abilities.

***The 19<sup>th</sup> District Court is an  
Equal Employment  
Opportunity Employer.***

## EMPLOYMENT OPPORTUNITY

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### 19<sup>TH</sup> JUDICIAL DISTRICT COURT

Announcement #01-2021

**Position: Probation Officer (Part-Time)**

**Starting Salary Range: \$18.00 to \$22.67 (up to 24 hours per week)**

\*This position is subject to the availability of funds each fiscal year.

Additional incremental step increases provided based on service, successful performance and approved funding.

Closing Date: Open until filled

However, those who apply by January 29, 2021, will be given priority consideration.

#### POSITION OVERVIEW

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Under general supervision, the incumbent performs: 1) administrative functions including maintaining accurate and up-to-date case records, preparing and submitting reports, gathering and evaluating data, following court policy and monitoring compliance; 2) casework and interviewing functions including clarifying problems, suggesting constructive methods, collaborating with public and private community agencies, and establishing professional relationship with probationers; 3) enforcement functions including enforcing the Court's orders, documenting facts and testifying in court.

#### DESCRIPTION OF WORK

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

- Interviews individuals placed on probation, family, employer, complainant, victim, law enforcement and/or other individuals as required.
- Prepares and presents presentence reports and sentencing recommendations to the Court, and responds to judicial officers' requests for information.
- Supervises a select caseload, ensures compliance and enforces all probation terms as specified by judicial order.
- Refers probationers to community agencies for assessment, counseling and treatment for substance abuse as needed.
- Maintains a detailed written record of case activity and performs other clerical tasks including updating case management database applications.
- Prepares and generates motions and/or order to showcause and violations of probation.
- Responds to inquiries by providing accurate information pertaining to probation matters in accordance with applicable local policy, practices, rules and laws.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

## QUALIFICATIONS

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Bachelor's degree in criminal justice, sociology, psychology, social work, counseling or a related field and one (1) year of specialized experience. Specialized experience is defined as: progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, investigations, social service organizations or work in substance/addiction treatment.

Must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.

### Knowledge of:

- The principles and methods concerned with personal and social problem solving;
- Code of Conduct and compliance with the Code of Conduct and court confidentiality requirements.

### Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objective and activities;
- Using a variety of office equipment and applications, such as word processing, e-mail, spreadsheets, and presentation (Microsoft Office) automated case management systems and other computer-based systems used by the court.

### Ability to:

- Problem solve and make decisions;
- Consistently demonstrate sound ethics and judgment;
- Communicate effectively (orally and in writing), write reports in a clear, concise, factual and understandable manner;
- Interact effectively with others, provide customer service and resolve difficulties while complying with regulations, rules and procedures.

### Preferred Qualifications:

- Two (2) years of probation experience in a court.
- Juvenile Probation Officer/Caseworker experience.

## PHYSICAL REQUIREMENTS

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Work is performed in an office environment. Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files, and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

## INFORMATION FOR APPLICANTS

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At the 19<sup>th</sup> 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. This opportunity will provide invaluable experience for your career growth.

## HOW TO APPLY

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To be assured consideration, applicants **must submit** a cover letter, detailed resume and completed supplemental questionnaire. Submit **via e-mail to the Court Administrator, Eric F. Cyman at [courtadministration@ci.dearborn.mi.us](mailto:courtadministration@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 Probation Officer in the cover letter and e-mail subject line.**

Application materials that do not adhere to the procedures for applying may not be considered. Standard work hours are scheduled between Monday and Friday from 8:00 a.m. to 5:00 p.m. The person selected for the position will be subject to a criminal history background check and drug screen.

## Part-Time Probation Officer Supplemental Questionnaire

**INSTRUCTIONS:** Following are a series of supplemental questions designed to assess your job related experience and qualifications. **All questions must be answered.** Please note that as part of the screening process your responses will be reviewed in conjunction with the employment history and education detailed in your resume. If your responses cannot be validated, you will not proceed to the next step of the review and selection process.

Please check the box to indicate you have read and understand the instructions.

1. What level of higher education have you completed?

No Degree

Bachelor's Degree

Master's Degree

2. Is your higher education and/or degree in criminal justice, sociology, psychology, social work, counseling or related filed?

Yes

No

3. How many years of progressively responsible experience gained in such fields as probation, pretrial services, parole, corrections, investigations, social service organizations or work in substance/addiction treatment do you have?

No experience

One year to less than three years of experience

Three years to less than five years of experience

Five years to less than seven years of experience

Seven years or greater

4. How many years of casework experience in a court do you have?

No experience

One year to less than three years of experience

Three years to less than five years of experience

Five years to less than seven years of experience

Seven years or greater

## Self-Rating Supplemental Questionnaire

For each topic or question below, please check the best answer that best reflects your personal skill level in each item being rated.

5. Communicate effectively (orally and in writing), write reports in clear, concise, factual and understandable manner.

I have never had a class or experience doing this

I have limited experience and/or education in this topic

I have done this under close supervision or the watchful eye of an experienced person

I can do this independently at a high level of expertise

I can do this independently, am recognized as an expert, and have trained others to do this

6. Knowledge of the principles and methods concerned with personal and social problem solving.
- I have never had a class or experience doing this
  - I have limited experience and/or education in this topic
  - I have done this under close supervision or the watchful eye of an experienced person
  - I can do this independently at a high level of expertise
  - I can do this independently, am recognized as an expert, and have trained others to do this
7. Interact effectively with others, provide customer service and resolve difficulties while complying with regulations, rules and procedures.
- I have never had a class or experience doing this
  - I have limited experience and/or education in this topic
  - I have done this under close supervision or the watchful eye of an experienced person
  - I can do this independently at a high level of expertise
  - I can do this independently, am recognized as an expert, and have trained others to do this