



**EATON COUNTY**  
invites applications for the position of:

## **Part-Time Probation Officer - District Court**

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**SALARY:** \$20.64 - \$26.84 Hourly  
\$42,931.20 - \$55,827.20 Annually

**OPENING DATE:** 05/03/21

**CLOSING DATE:** Continuous

### **GENERAL SUMMARY:**

Under the direction of the Deputy Trial Court Administrator and the Chief Probation Officer, supervises probationers and ensures that all conditions of probation and bond are met. Conducts investigations and prepares reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Conducts alcohol/drug assessments. Refers defendants to various programs and resource agencies to assist probationers with drug, alcohol and/or other problems.

### **ESSENTIAL FUNCTIONS:**

1. Investigates the background of persons awaiting sentencing on district court convictions. Includes reviewing criminal history, employment, and other pertinent records, and interviewing client, family, employers, and others. Makes on-line inquiries regarding driving records and criminal histories.
2. Conducts pre-sentence interviews and conducts bond reviews. Administers Preliminary Breath Tests daily and when it is suspected the defendant has consumed alcohol. Administer urine drug screens as needed
3. Prepares pre-sentence reports which include a summary of information from the police and defendant, social and criminal history, alcohol assessment results and prepares recommendations on the most proper court action. Types pre-sentence reports and other records as necessary. Contacts victims and assists, investigates and determines the amount of restitution owed.
4. Conducts intake procedures with new probationers, includes explaining the order of probation and court policies and procedures, discussing the goals of the probation period, scheduling report days and appointments, and processing necessary record. Collects information to help identify possible problem areas during probation and to identify weaknesses to be addressed and strengths to build on.
5. Supervises persons placed on probation by the District Court and monitors and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service and other requirements. Meet with defendants in person, in the jail or in the field while conducting home visits. Supervise some felony offenders on bond pending trial and/or plea. Prepare bond violations for the judges and prosecutors.
6. Refers clients to specific community programs designed to assist those with drug, alcohol, or emotional problems and maintains regular contact with such agencies to discuss the progress of the probationer.
7. Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing documentation, preparing

subpoenas, and making dispositional recommendations to the Judge. Appear in District Court to testify at probation violation hearings and bond violation hearings. Appear in Probate Court or Circuit Court matters as needed or subpoenaed in Eaton County or another county.

8. Maintains and updates probation records including individual probationer files. Generates amendments and discharges. Compiles and maintains monthly probation caseload statistics and presentence report statistics. Enters data in DCCMIS as required by the State of Michigan.

Other Functions:

1. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. duties and responsibilities may be added, deleted or modified at any time.*

## **MINIMUM QUALIFICATIONS:**

Must have a Bachelor's Degree in criminal justice, psychology, counseling or closely related area.

Six months of experience in an area of criminal justice in a counseling, caseworker or related capacity, which may have been as an intern or related capacity.

Certified by the State of Michigan to conduct alcohol assessments. Basic computer skills required.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. the qualifications should not be viewed as absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

### ***Physical Requirements:***

*[This job requires the ability to perform the essential functions contained in this description.*

*These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access courtroom.
- Ability to enter and retrieve information from a computer.
- Ability to access probation files.
- Ability to access jail.
- Ability to conduct field supervision/home calls with a police officer

### ***Working Conditions:***

- Regular contacts with persons charged and/or convicted of criminal offenses.
- Regular contact with persons with communicable diseases

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Eaton County is an Equal Opportunity Employer  
Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.eatoncounty.org>

Position #2021-5-136.07.05.03  
PART-TIME PROBATION OFFICER - DISTRICT COURT  
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1045 Independence Blvd.  
Charlotte, MI 48813

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