

STATE OF MICHIGAN



27TH DISTRICT COURT
2015 Biddle Ave, Wyandotte, MI 48192
Phone: (734) 324-4475 Fax: (734) 250-9312
Email: 27DC@wyandottemi.gov

Elizabeth L. DiSanto
District Court Chief Judge

Stacie A. Nevalo
Court Administrator

Job Posting

Position: PART-TIME Security Officer/Court Officer

Pay Rate: \$14.00/Hour (Part time 20-28 hours per week)

Qualifications:

The candidate should possess an Associate's degree in criminal justice or related field. Prior experience in police work, security, corrections or a related field is required. Must be able to work independently and be able to direct individuals in a professional, yet assertive manner. Must pass pre-employment physical, drug screen and background check. Must be able to become firearm and taser certified.

Duties and Responsibilities:

Manages security screening process for entry into the building. Monitors compliance with social distancing and mask requirements due to COVID-19. Provides assistance and general case information to attorneys, prosecutors, law enforcement authorities, respondents, witnesses, court personnel and the general public. Maintains court security equipment. Assist court staff by calming or restraining unruly persons and fulfilling other security functions.

To Apply: *MAIL applications, resume and cover letter to the following:

City of Wyandotte/27th District Court
Attn: Anne Goudy
3200 Biddle Ave
Wyandotte MI 48192

*EMAIL: Cover letter, resume and application to : cityjobs@wyandottemi.org

Deadline to apply: Applications must be received by:
January 19, 2021