

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
HUGH B. CLARKE, JR.
STACIA BUCHANAN
CYNTHIA M. WARD



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

JOB VACANCY POSTING

POSITION: PROBATION OFFICER / SOBRIETY COURT PROBATION OFFICER
HOURS: 24 HOURS / WEEK
RATE: \$21.75 / HR

The 54-A District Court is seeking qualified applicants for a part-time, grant-funded probation officer, ideally with experience in a specialty court. Under the terms of the grant, the successful candidate may be assigned as a back-up to the Sobriety Court and will be responsible for the supervision of a reduced regular caseload.

Qualifications: Bachelor's degree in criminal justice, psychology, social work, counseling or closely related field, together with one year of experience in the field of criminal justice, counseling, or case management. Must possess strong computer skills and excellent written and oral communication skills.

Preferred Qualifications: Experience with Sobriety Court or other specialty court supervision, advanced training or experience in supervising individuals determined to have substance abuse and/or mental health issues.

Required Knowledge, Skills and Abilities: Knowledge of the principles and practices of probation work, court procedures, professional probation objectives, community resources, and theories of addiction, abuse and methods of treatment. Skilled in interviewing and investigative techniques, report writing, making presentations, and working with distressed people under adverse conditions. Ability to develop and maintain successful relationships with internal and external stakeholders, to carry out written and oral instructions, to make decisions and recommendations in accordance with departmental policies.

Physical Requirements: This position requires the individual with or without assistance to walk, stand, sit for prolonged periods, perform repetitive hand/arm movements, carry, bend, lift up to 40 lbs.

To Apply: Submit a 54-A District Court employment application*, letter of interest, resume with references and proof of degree to:

Susan Knieling, Deputy Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933

*Applications are available on line at www.54adistrictcourt.com. Applications must be downloaded and mailed to the above address, emailed to susan.knieling@lansingmi.gov, or faxed to (517) 483-4478. *Note: applications received without a resume and cover letter will not be considered.* If you need a disability related accommodation, or have questions about the application / selection process, please contact the 54-A District Court at (517) 483-4443.

Deadline to Apply: Wednesday, February 20, 2019

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.