



## 51<sup>st</sup> District Court Job Description



### Probation Officer

**Department:** 51<sup>st</sup> District Court  
**Supervised by:** Court Administrator, Chief Probation Officer  
**Supervises:** None  
**FLSA:** Non-Exempt  
**Bargaining Unit:** None, At-will  
**Status:** Part-Time Employee  
**Starting Hourly:** 31.84/hr

#### General Summary

Under general supervision, maintains an active Probation Officer caseload and investigates and interviews individuals convicted of misdemeanor crimes. Recommends and coordinates rehabilitation plans for persons placed on probation. Makes investigations to determine probationers' progress toward social and economic adjustments. Maintains case records of probationers. Investigates and recommends action regarding violations of probation procedures up to and including detention of violators.

#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts pre-sentence investigations: reviews arrest reports, driving records, criminal history, employment records and other pertinent information. Additionally, interviews the client, family, employer, complainant, law enforcement, school authorities and others as deemed necessary.
2. Conducts substance abuse screenings and assessments of individuals charged with violations involving alcohol and/or controlled substances.
3. Analyzes pre-sentence information obtained during pre-sentence investigations and substance abuse screenings and prepares a pre-sentence report containing investigation findings and recommends sentence to the Judge.
4. Supervises an active probation caseload, which includes monitoring compliance with probation terms and conditions. Makes program referrals, enforces fines and costs and regularly meets with probationers to assess and monitor compliance.
5. Refers probationers to community agencies for assessment, counseling and treatment for substance abuse and/or emotional problems. Regularly communicates with these agencies to discuss cases, services, and probationer attendance and progress. Explores new programs to facilitate rehabilitative probation measures.
6. Provides probationers with guidance and counseling on personal, financial and related problems, and assists clients in correcting unacceptable behavior.
7. Assists probationers in securing employment, entering school, securing training to improve work skills, and with other rehabilitative measures as needed.
8. Initiates probation amendments such as probation extensions and discharges when determined appropriate. Also, makes court appearances for sentencing and probation violation hearings to provide testimony as required.
9. Maintains case records and prepares case activity and related reports.
10. Responds to inquiries from attorneys, probationers, law enforcement personnel and the public.
11. Coordinates community service placement for court ordered community service in lieu of fines, incarceration and other penalties.
12. Performs drug screens and breathalizers on a random basis as part of probationary terms.

13. Enters and retrieves data in the DDCMIS case management system as well as on specialized Probation software. Additionally, uses other personal computer applications to produce forms and documentation.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Possess a Bachelor's degree from an accredited college or university with a major in Sociology, Social Work, Psychology, Criminal Justice or closely related field.
2. Complete forty Continuing Education Units as mandated by the State within two years of the hiring date.
3. Maintain all certification requirements as mandated by the State.

### **Desired Qualifications**

1. Accreditation as a Certified Criminal Justice Professional (CCJP), or Certified Addiction Counselor (C.A.C).
2. Considerable knowledge of the policies and practices of a District Court.
3. Prior work or volunteer experience in a Probation Department.
4. Experience with personal computer applications.
5. Strong oral and written communication skills.
6. Master's degree in Counseling, Sociology, Social Work, Psychology, Criminal Justice or related field.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of  $\pm$  1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

### **Notice of At-Will Employment**

All employees of the 51<sup>st</sup> District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51<sup>ST</sup> DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Open: Friday, November 3, 2023

Close: Friday, November 17, 2023

Prospective candidates should email resumes and completed 51<sup>st</sup> District Court applications to [areid@waterfordmi.gov](mailto:areid@waterfordmi.gov)

# Application For Employment

## 51<sup>st</sup> District Court

5100 Civic Center Drive, Waterford MI 48329

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status and in compliance with state and federal regulations on handicappers civil rights. Under the Michigan handicappers' Civil Rights Act, a handicapper may allege a violation of the Act regarding the failure to accommodate only if the handicapper notifies the employer in writing of the need for accommodation with 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

### PLEASE PRINT OR TYPE

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security No: \_\_\_\_\_

Have you filed an application with the 51<sup>st</sup> District Court or the Charter Township of Waterford previously? \_\_\_\_\_  
\_\_\_\_\_ No.

Were you ever employed by the 51<sup>st</sup> District Court or the Charter Township of Waterford previously?  
\_\_\_\_\_ Yes \_\_\_\_\_ No.

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No. May we contact your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

What prompted you to seek employment with the 51<sup>st</sup> District Court?  
\_\_\_\_\_

Driver's License No. \_\_\_\_\_ Chauffeur License No. \_\_\_\_\_

Commercial Driver's License (CDL) No. \_\_\_\_\_

Types of CDL Endorsements: \_\_\_\_\_

List Traffic Citations for Last Five Years: \_\_\_\_\_

Have you ever been convicted of a Felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION AND TRAINING**

	Elementary	High School or Equivalent	College or University	Other
Name of School	NA			
Circle Highest Year Completed:	4 5 6 7 8	8 9 10 11 12	1 2 3 4	1 2 3 4
Degree Received:	NA	NA		
Describe Course of Study:	NA			

School Activities,  
Honors or Accomplishments:

Apprenticeship (s),  
Specialized Training,  
Skills:

Licenses,  
Certifications, Etc.:

**Training & Experience:**

Typing Speed \_\_\_\_\_ W.P.M.

Shorthand Speed \_\_\_\_\_ W.P.M.

Computers (Include Software) \_\_\_\_\_

Equipment or Machines: \_\_\_\_\_

Hand Tools: \_\_\_\_\_

Other: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex, national origin or political affiliation): \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

**Start with your present or last job. Include military service assignments.**

<b>(1) <u>Employer:</u></b>	<b><u>Dates Employed:</u></b> From: To:	<b><u>Job Duties</u></b>
<b><u>Address:</u></b>	<b><u>Hourly Rate/Salary</u></b> Starting: _____ Final: _____	
<b><u>Telephone:</u></b>		
<b><u>Supervisor:</u></b>		
<b><u>Reason for Leaving:</u></b>		
<b>(2) <u>Employer:</u></b>	<b><u>Dates Employed:</u></b> From: To:	<b><u>Job Duties</u></b>
<b><u>Address:</u></b>	<b><u>Hourly Rate/Salary</u></b> Starting: _____ Final: _____	
<b><u>Telephone:</u></b>		
<b><u>Supervisor:</u></b>		
<b><u>Reason for Leaving:</u></b>		
<b>(3) <u>Employer:</u></b>	<b><u>Dates Employed:</u></b> From: To:	<b><u>Job Duties</u></b>
<b><u>Address:</u></b>	<b><u>Hourly Rate/Salary</u></b> Starting: _____ Final: _____	
<b><u>Telephone:</u></b>		
<b><u>Supervisor:</u></b>		

<u>Reason for Leaving:</u>	
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<b>(4) <u>Employer:</u></b>	<b><u>Dates Employed:</u></b> From: To:	<b><u>Job Duties</u></b>
<u>Address:</u>	<b><u>Hourly Rate/Salary</u></b> Starting: _____ Final: _____	
<u>Telephone:</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		

Annual average number of days ABSENT with above employers: \_\_\_\_\_

Reason(s) ? : \_\_\_\_\_

**MILITARY / DRAFT STATUS:**

Presently registered for the draft ?  Yes  No Registration No.: \_\_\_\_\_

Veteran of U.S. Military Service ?  Yes  No - Date Inducted: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Highest Rank Attained: \_\_\_\_\_

I certify that the information furnished on this application and supplements thereof is complete and accurate to the best of my knowledge. I understand that my furnishing of any false information on this or any Court record is reason for disqualification as a candidate for employment or cause for termination if I am employed.

In the event I am employed by the 51<sup>st</sup> District Court, I agree to comply with all of its orders, rules and regulations.

I authorize the 51<sup>st</sup> District Court to verify and investigate my background, including but not necessarily limited to employment, education, criminal record and related areas. I authorize former employers, educational institutions, references and all sources of information on my background to release information regarding me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Interviewer and/or References Comments: \_\_\_\_\_

## Fair Credit Reporting Act Disclosure & Authorization Form

I understand that, as a condition of my consideration for employment with the 51<sup>st</sup> District Court ("Court") and as a condition of my continued employment with the Court, the Court may obtain a consumer report that indicates, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, driving records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Court's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Court will provide me with a copy of any such report if the information in such report is, in anyway, to be used in making a decision regarding my fitness for employment with the Court. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant