

JOB VACANCY

19th DISTRICT COURT, DEARBORN, MICHIGAN WORK PROGRAM COORDINATOR/PROBATION OFFICER Part-Time Position, 32hrs/wk

The 19th District Court, Dearborn, Michigan is accepting applications for the part-time position of Work Program Coordinator/Probation Officer.

The Work Program is a court alternative to incarceration, where defendants perform work in the community as part of a supervised crew. The Work Program Coordinator will interview clients, explain the rules and requirements of the Work Program, schedule/reschedule clients, initiate case records, maintain a variety of automated and paper records, prepare reports as required, ensure appropriate fees have been paid by participants, prepare show cause and probation violation notices as necessary, appear in court as necessary, conduct drug/alcohol screenings, and other work as assigned.

Probation officers supervise defendants to ensure compliance with court orders and conditions of probation. The position requires that a probation officer interview clients, explain the terms and conditions of probation, schedule/reschedule appointments, initiate case records, coordinate treatment for clients as necessary, ensure payment of fines and costs, use a computer to maintain detailed case records and perform criminal history checks, prepare a variety of reports as required, prepare pre-sentence investigations and recommendations, prepare show cause and probation violation notices as necessary, appear in court as necessary, conduct drug/alcohol screenings, and other work as assigned.

The work is performed in an office setting and requires proficient use of a computer, database programs and Microsoft Office software for protracted periods of time. The incumbent must possess strong interpersonal and reasoning skills, possess good penmanship and writing ability, be able to work well individually and as part of a team, and be able to manage multiple priorities in order to thrive in a busy environment. A bachelor degree in law enforcement, criminal justice or social work is desirable. Proficiency in a second language such as Arabic, Italian, Polish, Romanian, or Spanish is a plus.

Please send cover letter and resume to Court Administrator, 19th District Court, 16077 Michigan Avenue, Dearborn, Michigan 48126. The position is open until filled. The person selected for the position will be subject to a criminal history check. EOE.