

STATE OF MICHIGAN



27TH DISTRICT COURT
2015 Biddle Ave, Wyandotte, MI 48192
Phone: (734) 324-4475 Fax: (734) 324-4472

Elizabeth L. DiSanto
District Judge

Stacie A. Nevalo
Court Administrator

Job Posting

Position: FULL-TIME Probation Officer

Pay Rate: \$37,564.80 - \$45,219.20 (Class Code 32)

Work Hours: Monday – Friday from 8:15am-4:15pm

Responsibilities: Under the direct supervision of the Judge, Court Administrator and the Probation Director, a Probation Officer supervises and monitors persons placed on probation to ensure compliance with Court ordered probation. Refers clients to community rehabilitation programs that provide treatment for substance abuse, mental health and/or emotional problems as appropriate. May refer clients out for alcohol and/or drug urine collection for testing as directed. Investigates backgrounds of individual convicted and awaiting sentencing. Reviews arrest, criminal history, employment and other pertinent records; interviews offenders, and victims; analyzes and prepares written presentence investigation reports.

Qualifications: Prior probation experience is required with knowledge of the Judicial Information System (JIS) desired. Bachelor's Degree in Criminal Justice, Psychology, Behavioral Sciences or a related human service field is required. Possess ARMS-I certification (Assessment Referral Management Specialist) or CCJP (Certified Criminal Justice Professional) preferred/expected within 1 year of employment. Substance abuse, mental health, and treatment knowledge necessary. Bilingual preferred but not required. Excellent communication and computer skills required.

To Apply: Applications for employment can be accessed at Wyandotte.net

*EMAIL completed application and resume to cityjobs@wyan.org

*MAIL completed application and resume to the following address:

City of Wyandotte Human Resources

Attn: Anne Goudy

3200 Biddle Avenue Suite 300

Wyandotte, MI 48192

Deadline to apply: Applications must be received on/before: **Friday, May 17, 2019**