

DISTRICT COURT – 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 – 1891

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www.35thdistrictcourt.org

MICHAEL J. GEROU
CHIEF DISTRICT JUDGE

JAMES A. PLAKAS
DISTRICT JUDGE



RONALD W. LOWE
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

PART TIME CHIEF PROBATION OFFICER

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for a part time Chief Probation Officer. This is an at-will position.

General Summary:

The very unique position of part time Chief Probation Officer reports to the Court Administrator and will oversee and manage the probation department operations and staff; which includes three (3) full time probation officers, a part time probation officer, and two (2) clerical staff. The candidate should have strong interpersonal and reasoning skills, the ability to work well individually and as part of a team, the ability to manage multiple priorities effectively and have strong composition and writing skills. The part time Chief PO may also be responsible for projects and other duties as assigned by the Court Administrator.

Essential Duties: (may include but are not limited to)

- Directs and evaluate the operation of the probation department to ensure compliance with applicable laws, rules and court policies
- Continuously analyzes and evaluates the department structure, workflow, policies and procedures, and develops revisions as needed
- Manage a caseload of defendants (smaller in size than other full time probation officers).
- Investigates, reviews, commends, makes recommendations, or disciplines staff members in accordance with court's policies
- Seeks, reviews, and disseminates new case law and statutes pertaining to the criminal justice field to probation department staff
- Attends conferences, seminars, and workshops for the purpose of maintaining advanced techniques in program administration and supervision.

Employment Qualifications:

- Bachelor's degree from an accredited college or university in corrections, sociology, social work, criminology, criminal justice, psychology or closely-related field.
- Knowledge of Judicial Information Systems (JIS)
- CCJP (Certified Criminal Justice Profession) within 1 year of employment is preferred.
- Minimum of eight to ten years of experience as a probation or parole officer, five years of which includes supervising other probation or parole officers and significant management and administrative responsibilities.
- Thorough, in-depth knowledge of the criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.
- Ability to initiate and establish new programs, and to work within a team to advance management objectives.
- Ability to make critical decisions in order to meet the department's mission.
- Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook, and Excel.

To apply:

Submit resume accompanied with a completed employment application. The link for the application can be found at: www.35thdistrictcourt.org.

Mail or email completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org
No phone calls, no walk-ins.

The position is open until filled.

Nov2017