

# DISTRICT COURT - 35<sup>TH</sup> JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

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[www.35thdistrictcourt.org](http://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 PROBATION OFFICER  
Hourly rate: \$29.15 (25hrs a week)

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

## **General Summary:**

Under the supervision of the Chief Probation Officer, job duties consist of performing pre-sentence investigations, writing comprehensive pre-sentence reports that details the defendant's personal, education, employment, criminal, bond compliance, and substance abuse/mental health histories to assist the judge in sentencing. Conduct probation violation interviews and complete a report with recommended sanctions to the judges. Supervise defendants placed on probation to monitor compliance with court orders. Position requires contact with judges, attorneys, victims, prosecutors, police, other court jurisdictions, and testing agencies. Process case closings, work with the Sobriety Court and Work Detail program.

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

- Assist probationers with understanding and commencement of probation
- Supervises an active probation caseload to ensure compliance and enforces all probation terms as specified by judicial order. Meets monthly with probationers to assess and monitor compliance.
- May need to provide testimony on the record on open court
- Schedule court-ordered programs
- Enter data into computer and file necessary paperwork in case files
- Must return phone calls and emails timely and accurately
- Prepare restitution investigations

## **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), LEIN and JDW
- Proficiency in Microsoft Office products including Word, Outlook, and Excel.
- Must possess excellent verbal communication and report writing skills.
- It is desirable that the successful candidate will become CCJP (Certified Criminal Justice Profession) within 2 year of employment.
- Must pass a pre-employment criminal background check and drug screen. Employees will be fingerprinted.

## **To apply:**

Submit resume accompanied with a completed employment application. The link for the application can be found at: [www.35thdistrictcourt.org](http://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. Return by mail only. Position is open until filled.**