

# 41B DISTRICT COURT

## STATE OF MICHIGAN

CHIEF DISTRICT JUDGE  
Sebastian Lucido

DISTRICT JUDGE  
Jacob Michael Femminino, Jr.  
Carrie Lynn Fuca



Clinton Township  
Harrison Township  
Mount Clemens

COURT ADMINISTRATOR/MAGISTRATE  
James A. McGrail

MAGISTRATE/DEPUTY COURT ADMINISTRATOR  
Ryan Zemke

22380 Starks Drive  
Clinton Township, MI 48036  
Phone: (586) 469-9300

### JOB POSTING

**POSITION TITLE: FULL TIME PROBATION OFFICER**

**PAY: STARTING AT \$24.87 PER HOUR**

**STATUS: Union Employee. Just cause upon successful completion of Probationary Period.**

**CLOSING DATE: January 6, 2023 at 4:30pm. Fill out the Application for Employment at [www.41bdistrictcourt.com](http://www.41bdistrictcourt.com) and email it with any other documentation you would like considered to the attention of Court Administrator, James A. McGrail at [careers@41bcourt-mi.us](mailto:careers@41bcourt-mi.us)**

#### **JOB SUMMARY:**

Under the direction of the Chief Probation Officer, conducts investigations and prepares reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Supervises and counsels probationers and ensures that all conditions of probation are met. After completing an alcohol assessment, makes referrals to various programs and resource agencies to assist probationers with drug, alcohol, or other problems.

#### **EXAMPLES OF DUTIES**

- Reviews the background of persons awaiting sentencing on district court convictions, includes interviewing the defendant, reviewing the complaint report, criminal history, driving record, and other pertinent information. Makes calls to employers and others to verify or collect information.
- Prepares pre-sentence reports which include a summary of information from the police and defendant, social and criminal history, and alcohol assessment results. Makes a judgment based on the information gathered and prepares



- recommendations on the most proper court action including incarceration, tether program, alternative sentences, or other measures. As required by the Crime Victim Rights Act, includes written statements from victim of any physical or emotional injury or economic restitution owed the victim.
- ✚ Reviews procedures with new probationers, includes explaining the order or probation and court policies and procedures, scheduling report days and appointments, and processing necessary record.
  - ✚ Conducts mandatory alcohol/drug screenings and assessments, includes administering tests, interpreting results, conducting personal interviews, and making recommendations regarding appropriate treatment and follow-up.
  - ✚ Provides supervision to persons placed on probation by the district court and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service, and other requirements. Monitors payments towards fines and costs assessed by a judge.
  - ✚ Refers clients to specific community programs designed to assist those with drug, Alcohol, or emotional problems and maintains regular contact with such agencies to discuss the progress of the probationer.
  - ✚ Investigates individuals charged with felonies and recommends appropriate bond.
  - ✚ Provides probationers with guidance and counseling to assist them in alleviating those problems which led to criminal acts/behavior.
  - ✚ Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing documentation, obtaining subpoenas, and making dispositional recommendations to the Judge.
  - ✚ Appears in court for sentencings, probation violation, and other hearings, and provides information, assistance and recommendations to the Judge.
  - ✚ Administers Preliminary Breath Tests and urine screens when it is suspected the defendant has consumed alcohol and /or drugs, refers probationers to the lab for drug screening, interprets the results and takes further action as indicated.
  - ✚ Reviews case files for compliance and prepares recommendations for termination of probation.
  - ✚ Obtains information through the Law Enforcement Information Network (L.E.I.N.) to receive driving record information and criminal history information.
  - ✚ Maintains case records, prepares reports, and submits correspondence and documentation. Monitors payments and notifies probationers of payment arrearages.
  - ✚ Responds to inquiries from attorneys, probationers, law enforcement personnel, public and others. Provides accurate information pertaining to the probation function.

The list of duties above is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties performed.

## EMPLOYMENT QUALIFICATIONS

### Knowledge of:

- ✚ Substance abuse assessment/referral techniques.
- ✚ General office automation and computer applications.
- ✚ Principles, practices and procedures related to the management of district court operations.
- ✚ General roles of the judicial, executive, and legislative branches of government.
- ✚ Michigan Drug Court Grant Program

### Skills in:

- ✚ Planning, organizing, and prioritizing multiple administrative activities.
- ✚ Planning, directing, and reviewing the work of employees under your supervision.
- ✚ Referencing, interpreting, applying and explaining complex laws, policies, procedures, court rules, and regulations.
- ✚ Gathering, analyzing, and synthesizing data.
- ✚ Using sound, independent judgment within established guidelines.
- ✚ Preparing clear, concise, and effective written materials.
- ✚ Establishing and maintaining effective internal and external working relationships.
- ✚ Grant writing

## PHYSICAL DEMANDS

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials, and hearing and speech sufficient to communicate in person or over the telephone.

## LICENSE & CERTIFICATIONS

Credentialed from a nationally recognized substance use disorder (SUD) credentialing organization or the Michigan Certification Board for Addiction Professionals (MCBAP) to conduct substance use disorder screenings and assessments or able to obtain credentialing within one (1) year of hire.

## EDUCATION

A bachelor's degree or equivalent with major course work in criminal justice, psychology, social work, counseling or a field related to the work. Possession of an advanced degree in a related field is desired.



## EXPERIENCE

Drug court case management experience and experience with computers including proficiency in JIS and word processing are required.

FLSA Status: Non-Exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Ability to access courtroom.

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Ability to access jail.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

May be required to travel to the Macomb County Jail.

Ability to access client and other departmental files.

Collects urine samples and regular contacts with individuals with a variety of diseases that may be blood borne or airborne.

10/22