



STATE OF MICHIGAN 46th DISTRICT COURT

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
RENEE SHELIDE
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

www.46thdistrictcourt.com

JOB TITLE:

Probation Supervisor

GENERAL SUMMARY:

With general supervision from the Judge for matters pertaining to probation and the Court Administrator for administrative matters, this working supervisor coordinates and directs activities of the professional and clerical support staff. While regularly performing duties of a District Court Probation Officer, assists staff with case problems and oversees the processing of cases under probation departmental jurisdiction.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Serves as a working supervisor, performs duties of a Probation Officer with an active caseload and supervises a professional and clerical support staff. Activities include participating in the employment process, training, assigning work, evaluating performance, authorizing leave usage, counseling, responding to grievances and initiating disciplinary measures, as necessary.
2. Directs and monitors all departmental activities, including reviewing pre-sentence investigative reports and substance abuse assessments for accuracy and completeness.
3. Assists staff with complex and difficult cases; solves problems by offering advice and alternative courses of action.
4. Reviews current court cases and statutes which affect departmental procedures, outlines and presents changes to staff. Evaluates and analyzes statistical trends regarding probation activities.
5. Establishes policies and procedures to ensure efficient utilization of probation personnel. Analyzes and makes recommendations on staffing needs and performs related administrative duties such as preparing activity and other reports as requested and/or required.
6. Conveys departmental policies, practices and procedures by regularly conferring with representatives of law enforcement agencies, attorneys, the public, civic organizations, other probation professionals, Judges and court personnel.
7. Develops procedures to maintain efficient documentation of case and departmental information. Oversees the retention and secure storage of all probationer records.

Education: Bachelor's degree in criminal justice, psychology, behavioral science, counseling, or a related field. Certification to complete assessments

Experience: 3 years' experience as a Probation Officer or in a related capacity. Some administrative/supervisory experience is also preferred.

The qualifications listed above are intended to represent the minimum skill 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 criteria.

Salary Range: \$56,991-\$78,040

To apply: Email resume and 3 references (in PDF format) with subject "**Probation Supervisor**" to: courtempoyment@cityofsouthfield.com

Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to a background investigation and fingerprinting.

Deadline: Open until filled