



STATE OF MICHIGAN
COUNTY OF PRESQUE ISLE
53rd CIRCUIT COURT – FAMILY DIVISION
PROBATE COURT
151 East Huron Ave., P.O. Box 110
Rogers City, Michigan 49779; Phone (989) 734-3268

Jennifer Warwick
Probate Register

Honorable Erik J. Stone
Chief Judge of Probate
Presiding Family Court Judge


Shannon Brege
Deputy Register

NOTICE OF POSITION OPENING

There is a job opening for part time Juvenile Probation Community Compliance Officer for the Family Division of the 53rd Circuit Court. The rate of pay and fringe benefits will be determined on employment. Applicants are subjected to a pre-employment physical, drug screen and background check.

Applicants may submit a resume with cover letter to the Presque Isle County Probate Court Office, P.O. Box 110, Rogers City, MI 49779, by October 30, 2020.

A job description is available at the Presque Isle County Probate Court Office and on the Presque Isle County website at www.presqueislecounty.org



Honorable Erik J. Stone P29088

Presque Isle County is an Equal Opportunity Employer.

Title:	Juvenile Probation Community Compliance Worker		
Department:	Child Care Fund	Updated:	10/2020
Division:	53 rd Circuit Court – Family Division	Part-time	12-20 hours per week
Bargaining Unit:		Hourly rate	\$19.23 per hour

POSITION SUMMARY:

The Juvenile Probation Community Compliance Officer is responsible for a juvenile delinquent caseload in Presque Isle County. The Compliance Officer is supervised by the Director of Juvenile Services, and is responsible for case management and supervision of the juvenile delinquent as assigned by the Director. The services performed depends on the services required. Each case is different and will not require all the services listed below. The Compliance Officer coordinates a course of action to allow for maximum benefit for the juvenile and their family in order to achieve success while on probation and to ensure the safety and security to the community. The work is performed both during and after normal work hours as required.

DUTIES AND RESPONSIBILITIES:

- Maintain probation files as required for State mandates.
- Perform assigned casework.
- Identify specific needs of the juvenile and family and implement action plans to meet their needs.
- Make personal contact with youth and family on a weekly basis and monitor probation conditions (e.g., tether, drug screens, counseling, etc.).
- Compose and submit reports to the Director of Juvenile Court Services in reference to the probationer's progress.
- Make recommendations of modifications to probation terms for each assigned individual case.
- Facilitate and supervise urinalysis screenings and supervise electronic monitoring hook ups and deletions.
- Facilitate and coordinate community service assignments, substance abuse assessments and online classes.
- Maintain accurate records of all cases and submit required reports in a timely manner.
- Provides coverage for juvenile probation office and covering on-call matters for other probation officers.
- Provide on-call services after hours on rotating basis between probation officer and compliance officers.
- Handle police referrals, probation violations, and coordinate holdover services, Regional Detention Support Services and county transports for juveniles.
- Must be available for day and evening hours, as required.
- Other duties as assigned.

EXPERIENCE, SKILLS, EDUCATION:

- Bachelor's degree in social sciences, education, a related human service field, or related field that qualifies the person to manage or supervise the delivery of juvenile services.
- Must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.
- Ability to effectively collaborate with staff and agencies involved with providing assistance services for juveniles.
- Ability to implement data, understand and work a data processing system and analyze data.
- Analyze problems, evaluate alternatives and implement sound solutions.

- Proficient computer skills.
- Ability to work, research and problem solve independently
- Ability to interpret applicable federal and state regulations.
- Prepare and present reports.
- Ability to work, research and problem solve independently.
- Ability to prioritize and time manage.
- Experience with managing stressful situations.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position and maintain reliable transportation.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Work is not limited to normal work hours.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is the policy of Presque Isle County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.