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**STATE OF MICHIGAN**  
**COUNTY OF PRESQUE ISLE**  
**53<sup>RD</sup> CIRCUIT COURT – FAMILY DIVISION**  
**PRESQUE ISLE COUNTY PROBATE COURT**  
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### NOTICE OF POSITION OPENING

#### **Juvenile Probation Officer – Full-Time** **53rd Circuit Court – Family Division | Presque Isle County**

The Family Division of the 53rd Circuit Court is seeking qualified applicants for a full-time Juvenile Probation Officer position. This is a rewarding opportunity to support youth and families within the community through meaningful engagement and supervision.

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, and/or [piprobate@picounty.org](mailto:piprobate@picounty.org) by July 1, 2025.

A job description is available at the Presque Isle County Probate Court Office and on the Presque Isle County website at [www.presqueislecounty.org](http://www.presqueislecounty.org)

6/6/2025  
Dated: \_\_\_\_\_

K. Gildner  
Honorable Kimberly S. Gildner P64331  
Chief Judge of Probate

## 53rd Circuit Court - Family Division

### Job Description

#### Position Title: Juvenile Probation Officer

##### GENERAL SUMMARY:

Under the supervision of the presiding Family Court Judge and the Probate Court Administrator, the Juvenile Probation Officer supervises and counsels juvenile probationers and their families with the aim of modifying or eliminating behavioral problems, reducing recidivism, and enhancing public safety. The position involves investigation, assessment, treatment planning, supervision, coordination with various service providers, and the development of court reports and recommendations. The officer plays a key role in implementing court orders and ensuring compliance with all terms of probation.

##### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct in-depth investigations of assigned cases, including compiling comprehensive social histories of youths and their families.
- Administer the Michigan Juvenile Justice Assessment System (MJJAS) for all incoming probationers to determine risk levels and needs.
- Interview youth, parents/guardians, school officials, law enforcement, and social service personnel to gather information relevant to case planning and court proceedings.
- Prepare and present pre-dispositional reports to assist the court in determining appropriate probation conditions, placement, and treatment plans.
- Develop individualized probation plans, outlining clear expectations, goals, and services necessary for rehabilitation.
- Maintain regular contact with youth and families through home, school, office visits, and virtual check-ins, adjusting supervision intensity as needed.
- Counsel youth and families on behavioral, emotional, and psychological challenges, conflict resolution, and parenting strategies.
- Monitor compliance with probation terms, including curfews, school attendance, drug testing, counseling, electronic monitoring, and restitution.
- Facilitate and supervise urinalysis drug screenings and electronic monitoring equipment setups and removals.
- Coordinate referrals and placement with community partners, including residential treatment, mental health, substance abuse, and educational services.
- Collaborate with educational institutions to monitor school performance and ensure truancy intervention.
- Arrange transportation or provide it when necessary for court appearances, treatment programs, or evaluations.

- Respond to law enforcement and Department of Health and Human Services calls on a rotating, after-hours on-call basis to provide support during crises.
- Evaluate clients for competency and arrange psychological and competency assessments for court review.
- Assign, supervise, and track completion of community service hours and restorative justice activities.
- Appear in court to testify regarding case facts, progress reports, probation violations, and make informed recommendations to the judge.
- Document all case activity and progress in case notes and state-mandated systems to ensure compliance and audit-readiness.
- Coordinate holdover and detention placements, transportation, and maintain partnerships with regional and state detention facilities.
- Lead or support youth programs and initiatives aimed at reducing recidivism and fostering life skills.
- Ensure timely filing of reports and compliance with court, agency, and state deadlines and documentation standards.
- Participate in ongoing training to maintain certification and best practices in juvenile justice.

## QUALIFICATIONS:

### Education and Certification:

- Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology, or a related human services field is required.
- Completion of Michigan Judicial Institute certification for juvenile court staff within two years of employment is mandatory.
- Completion of MJJAS & MAYSI 2 training within 1 year of employment.

### Preferred Experience:

- Previous experience working with at-risk youth or in juvenile justice settings.
- Familiarity with case management practices and behavioral intervention strategies.
- Knowledge of Michigan juvenile court procedures, the Child Protection Law, and relevant legal statutes.

### Skills and Abilities:

- Ability to communicate clearly and compassionately with youth, families, law enforcement, educators, and service providers.
- Proficient in analyzing problems and developing creative, sustainable solutions.
- Strong writing skills for preparing clear, concise, and comprehensive court reports and documentation.
- Effective organization and time management; capable of handling multiple priorities in high-pressure situations.

- Ability to maintain objectivity and professionalism in emotionally charged or crisis situations.
- Competency in basic computer applications and digital case management systems.

#### **CONDITIONS OF EMPLOYMENT:**

- Possession and maintenance of a valid Michigan driver's license and reliable transportation.
- Successful completion of pre-employment screening including: physical, drug test, criminal background check, driving record, and reference verification.
- Availability to work flexible and non-traditional hours including evenings, weekends, holidays, and participate in an after-hours on-call rotation.
- Must maintain required certifications and attend ongoing training sessions.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- Frequently required to sit, stand, walk, bend, reach, and lift up to 25 pounds.
- Regular use of hands for typing, writing, and operation of office equipment.
- Daily use of a computer and telephone.
- Work is conducted in a variety of environments including courtrooms, homes, schools, and treatment centers.
- Must be able to operate a vehicle in all weather conditions.
- Work involves potentially stressful or emotionally charged interactions with juveniles and families.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

Presque Isle County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, sexual orientation, gender identity, or protected veteran status.