



# WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

## Position Available – Internal/External Posting **Job Title: Deputy Juvenile Officer/Probation Officer**

- Department: Wexford County Probate/Family Division Court
- Classification: M2 (non-union)  
Full-time (75 hours bi-weekly)  
Full Benefits  
Non-exempt from overtime
- Benefits Include: Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance
- Hourly Wage: \$18.67 - \$24.69
- Qualifications: All of the following functions, qualification, and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:
- Required education and training include a Bachelor's Degree in Criminal Justice, Social Work, or Psychology and a minimum of two years of related experience.
  - Considerable knowledge of the principles and practices of juvenile law and the Michigan court system.
  - Ability to work effectively with the public and fellow employees.
  - Will successfully complete required juvenile court staff Certification through Michigan Judicial Institute training within two years of employment.
  - Qualifications and/or training in de-escalation.
  - A valid Michigan driver's license
- Supervision: Honorable Edward D. Van Alst, Judge of Probate Court and Presiding Judge, Family Division of the 28<sup>th</sup> Circuit Court, the Juvenile Officer, or the Court Administrator
- Application Due: Application deadline is 4:00 p.m. on Thursday, May 14, 2021. Submit application, cover letter, resume and writing sample to the Wexford County Probate Court Office, 437 E. Division Street, Cadillac, MI 49601. Job applications and complete job description available at [wexfordcounty.org](http://wexfordcounty.org) (go to services then employment) Applications can also be e-mailed to [bstoll@wexfordcounty.org](mailto:bstoll@wexfordcounty.org).

*Posted: Tuesday, April 20, 2021*

## DEPUTY JUVENILE OFFICER/PROBATION OFFICER (Cont'd.)

### DEPUTY JUVENILE OFFICER/PROBATION OFFICER

#### SUMMARY

Supervises all youth between the ages of 7 and 17 who are placed on probation. Knowledgeable on Court procedures and the Juvenile Code.

#### SUPERVISION RECEIVED

Supervision is general, received from the Juvenile Officer/Court Administrator, and/or the Judge of Probate.

#### SUPERVISION EXERCISED

None, except volunteers.

#### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples ~ not include all of the duties which the employee may be expected to perform.)

1. Responsible for doing investigations and writing reports in delinquency matters.
2. Testifies in Court.
3. Supervises youth placed on in-home detention (involves daily contact).
4. Coordinate community service work activity in the community.
5. Organize a Summer Reading Program for children at the Public Library. Involves the supervision of a maximum of twelve volunteers.
6. Carry a pager and be on call when requested
7. Have weekly/biweekly contact with juvenile while on probation.
8. Transport youth to and from placements.
9. Work holdover facility when requested.
10. Organize and supervise volunteers (Big Brother) for Court.
11. Work closely with school personnel, police, counseling agencies, and the Department of Social Services.
12. Perform limited duties of Juvenile Officer when he/she is not available.
13. Attends meetings, seminars and conferences to stay informed on juvenile legislation and to keep updated in the field.
14. Pefform related duties as required.

## DEPUTY JUVENILE OFFICER/PROBATION OFFICER (Cont'd.)

### ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

All of the following functions, qualification, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Reasonable knowledge of the laws and regulations dealing with juvenile court.
- Ability to related well with youth.
- Ability to work effectively with the general public and fellow employees.
- Ability to see, hear and speak effectively and without limitation.
- Ability to reason and process numbers effectively.
- A valid Michigan driver's license.
- Able to stand or sit in one spot for long periods of time, moving arms, hands, back and entire body.
- **Must have a B.A.** degree and two years of experience in a related field.