



## Position Available - Internal/External Posting

### **JOB TITLE: DISTRICT COURT PROBATION OFFICER**

Classification: Full-time (37.5 hrs./week)  
Full Benefits  
M3 Nonunion wage scale

Department: District Court

Hourly Wage: \$ 23.15 – \$ 29.96

Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

#### Qualifications:

- Considerable knowledge of the principles and practices of Michigan law and the Michigan court system.
- Ability to supervise and manage individuals.
- Ability to work effectively with the public and fellow employees.
- Word processing and computer skills required.
- Ability to reason and process numbers effectively.
- Must possess a Michigan driver's license.
- Bachelor's degree in one of the following areas required: psychology, sociology, criminal justice, community development or counseling (or ability to receive degree within one year of hire).
- Minimum one year experience in probationary supervision, community corrections, Court administration or counseling required.

Supervision: District Court Judge

#### Application Submittal:

Application, cover letter and resume should be submitted to the Wexford County Human Resources Office, 437 E. Division St., Cadillac, MI 49601. Position will be opened until filled.