



Position Available - Internal/External Posting

JOB TITLE: SENIOR COMMUNITY CORRECTIONS OFFICER

Classification: Full-time
Full Benefits
TPOAM Supervisor Union
M2 Wage Level

Department: Circuit Court

Hourly Wage: \$ 19.35 - \$ 25.11

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

Qualifications:

- Knowledge of modern office methods, practices and techniques.
- Ability to prepare clear and complete reports.
- Ability to enforce laws, rules and regulations with firmness and tact.
- Considerable knowledge of the policies and practices of corrections.
- Considerable knowledge of the Michigan Court system and Michigan law.
- Ability to work effectively with the public, clients, and fellow employees.
- Ability to reason and process numbers effectively.
- Ability to type and input data.
- A valid Michigan driver's license.
- Must have an associate degree or equivalent with course work in Criminal Justice or related field and two years Corrections or related experience.

Supervision: Community Corrections Manager

Application Submittal: Application, cover letter and resume should be submitted to the Wexford County Human Resources Office, 437 E. Division St., Cadillac, MI 49601. Applications should be submitted by 4:00 p.m. on Monday, April 8, 2024.