



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

Position Available – Internal/External Posting JOB TITLE: **MALE SUBSTANCE ABUSE TESTER**

Classification:	Full-time Full Benefits L5 Wage Level
Department:	Community Corrections
Hourly Wage:	\$ 17.81 - \$ 21.78
Benefits Include:	Hybrid Pension – 5% employee contribution Health, Dental & Vision Insurance – 10% employee contribution Vacation & Medical Leave Life Insurance Short-term Disability Insurance
Qualifications & Duties:	• Ability to prepare clear and complete reports • Ability to enforce rules and regulations with firmness and tact • Ability to work effectively with the clients and fellow employees • Ability to type and data input • A valid Michigan driver's license • Have regular access to and use of a personally owned vehicle to travel between the courthouses in Wexford and Missaukee Counties (reimbursement for mileage is provided); and • Must have high school diploma or equivalent • Enroll criminal defendants in pre-trial status into the pre-trial supervision programs provided through Community Corrections; • Install Global Positioning Service and Soberlink monitoring devices upon defendants assigned to the program; • Perform alcohol and drug testing of defendants assigned to the program; • Conduct front desk receptionist duties; • Prepare and handle case files for defendants assigned to the program; • Document and prepare reports of alleged violations of defendants assigned to the Program; and • Perform other related duties as required.
Bona Fide Occupational Qualification:	This position is open only to male applicants pursuant to the best practices set forth by Community Corrections for the State of Michigan, the Michigan Association of Drug Court Professionals, and the Adult Treatment Court Best Practice Standards. The duties of the position include collecting urine samples from male criminal defendants.
Supervision:	Community Corrections Manager and the 28 th Circuit Court Judge.
Note:	This is a pilot program for up to 5 months with the possibility of becoming a full-time position.
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 Friday, August 7, 2026.

Posted: July 24, 2026