

THE 17TH JUDICIAL DISTRICT COURT OF THE STATE OF MICHIGAN
15111 Beech Daly Road, Redford, Michigan 48239
(313) 387-2790

Karen Khalil
District Judge



Krista Haroutunian
District Judge

Matthew Sawicki
Court Administrator

WORK PROGRAM SUPERVISOR

\$15.89 per hour
No Benefits

Posting Date:
Removal Date: Open Until Filled

GENERAL SUMMARY OF DUTIES: Under the supervision of the Chief Judge and Court Administrator the successful candidate will perform duties related to monitoring, transportation, and supervision of individuals ordered to complete community service through the court's work program. Duties include operating a work program van, clerical paperwork, directing individuals to complete specific tasks, monitoring individuals for compliance of work program rules, and communicating with the general public. The schedule for this position is Monday, Wednesday, and Friday from 8:00 am till 4:00 pm.

QUALIFICATIONS: The candidate must possess a high school diploma or a GED and must have a valid chauffer's license. Must be a self-directed, responsible individual with a history of trustworthiness. Must be able to work independently and be able to direct individuals in completing assigned tasks. Must be able to stand and walk for longer periods of time, as well as, work in all weather conditions. Must pass a pre-employment criminal/civil background check and drug screen. Employees will be fingerprinted. Employees may also be required to submit references.

PREFERRED QUALIFICATIONS: The ideal applicant will display the ability to lead a diverse group of individuals. Candidates will be asked to work independently and use judgement when supervising work program participants. The ideal candidate will act professionally and will be courteous at all times. Candidates will be required to avoid situations that may reflect negatively on the court.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and those best qualified will be interviewed. Applicants shall provide proof of diploma and copy of driver's license at time of hire. Any applicant invited to interview will be required to provide at least three professional references.

APPLICATION PROCEDURE: The position indicated above is open for all qualified applicants. To apply, send a cover letter and resume to the following address:

17th District Court
Attn: Matthew Sawicki, Court Administrator
15111 Beech Daly Rd.
Redford, MI 48239
msawicki@redfordtwp.com

Only submissions received by mail or e-mail will be considered.
Phone calls will not be accepted regarding this position.

17th DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER