

# Job Description

**Department: 15<sup>th</sup> Judicial District Court**

**Class title: Probation Agent**

**Job Code: 000800**

**Grade: Level 13**

**FLSA Status: Non-Exempt**

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.

**Job Summary:** Under limited direction from the probation supervisor, conducts investigations and prepares reports to assist the district judges in determining the most appropriate sentencing of individuals brought before the court; and supervises individuals placed on probation.

## **Examples of Duties:**

1. Investigates the background of individuals awaiting sentencing for district court convictions. Includes reviewing arrest reports, driving records, criminal histories, employment records and other pertinent information sources. Also includes interviewing clients, victims, family members, employers, complainants, law enforcement, school authorities and others as deemed necessary. Client interviews may occur in the office or at the jail;
2. Analyzes information gathered during the background investigation and interviews, assesses the individual's character, gauges the probability of future criminal behavior, and prepares a pre-sentence report containing an appropriate sentencing recommendation;
3. Maintains case notes for each probationer;
4. Attends sentencing dockets to assist with any questions that may arise in court;
5. Manages an active probation caseload, ensuring compliance and enforcing all probation terms as specified by judicial order including: program referrals, restitution, restricted motor vehicle operator license, fines and costs. Regularly meets with probationers to assess and monitor compliance;
6. Consults with agencies providing court ordered substance abuse or other counseling to determine client progress, degree of compliance with court ordered counseling and to verify completion of treatment;
7. Prepares progress reports, documents violations of probation, and attends violation hearings;
8. Initiates court amendments such as probation extensions and discharges when determined appropriate;
9. Provides probationers with counsel and guidance on personal, financial, and related problems; assists in alleviating problems which lead to recidivism;
10. Provides assistance and general case information to appropriate parties as necessary; responds to procedural questions pertaining to the district court probation function;
11. Operates equipment such as: PC, PBT device, fax machine, printers, copiers, and shredder;

12. Other duties as assigned by the judges, court administrator probation supervisor.

**Requirements:**

1. Have no felony offense convictions;
2. Pass a criminal background check and drug test;
3. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
4. Possess a valid State of Michigan Vehicle Operator's License;
5. Hold, at minimum, a bachelor's degree in criminal justice, social work or a related human services discipline;
6. Have knowledge of substance abuse practices, interviewing skills, and assessment and referral practices;
7. Be able to work independently and to set priorities to meet deadlines;
8. Be able to understand and follow oral and written instructions;
9. Be able to work well in a team environment;
10. Be able to interact firmly, calmly and respectfully with clients, attorneys and the general public;
11. Possess good organizational, filing, verbal and writing skills;
12. Possess the ability to use sound judgment within established procedural guidelines;
13. Computer literate, including ability to use Microsoft Office Suite;
14. Be capable of performing the work related in this posting.

**Desirable Education and Experience:**

1. Prior justice system experience in probation services, corrections or a related field.
2. An advanced degree in criminal justice, social work or a related human services discipline.
3. State of Michigan certification to conduct alcohol/drug assessments.
4. Certification as an Assessment Referral Management Specialist (ARMS) and/or Certified Alcohol Addictions Counselor (CAC).
5. Completion of Continuing Education Credits as required by the State of Michigan when applicable to maintain certifications.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

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**Description Prepared By:** Shryl Samborn/ Reviewed by HR- AS & AW 02/25/22

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