



## **Administrative Assistant - Probation Full-Time**

*Starting Pay: Commensurate with experience*

Applicants must be available to work 40 hours weekly

*Closing Date: Open Until Filled*

### **GENERAL SUMMARY:**

The Administrative Assistant –Probation position is a non-union, non-eligible position that will work under the direct supervision of the Chief Probation Officer.

### **ESSENTIAL JOB FUNCTIONS:**

The individual selected for this position is expected to exercise judgment and knowledge obtained on the job when performing the following duties:

1. Provide primary administrative support for the Probation Department
2. Create and maintain confidential supervision files and schedule hearings as directed
3. Ensure case flow management after disposition and/or judgment of sentence
4. Collect information, compile and maintain statistical records, analyze information from several sources and organize data for issuance to probationers
5. Perform a variety of other clerical duties and office support tasks such as creating tables, charts and documents, filing, and requisitioning supplies
6. Provide exemplary communication under adverse conditions to distressed persons
7. Maintain professionalism and confidentiality
8. Schedule and prepare documents for wedding ceremonies
9. Maintain jury correspondence, attendance and accounting data

### **REQUIREMENTS AND MINIMUM QUALIFICATIONS:**

Prefer a person with a minimum of a high school education and considerable knowledge of court procedure, Microsoft Word, Excel and the Judicial Information System (JIS); and general knowledge and skills acquired through a specialized or technical training in office administration.

## **SUPPLEMENTAL INFORMATION:**

### **Selection Process:**

Candidates possessing the most appropriate job-related qualifications will be placed on an eligibility list which may be kept active up to six months.

### **Background Investigation:**

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

Interested parties should go to the 50<sup>th</sup> District Court's website at

<https://www.oakgov.com/courts/district-courts/50/about/Pages/employment-opportunities.aspx>, download a copy of the application for employment then submit the completed application, resume and cover letter via mail or fax to:

Monica R. Nelson  
Administrative Assistant  
50<sup>th</sup> District Court  
70 N. Saginaw Street  
Pontiac, MI 48342  
Fax: (248) 451-2697