

STATE OF MICHIGAN

CYNTHIA THOMAS WALKER
CHIEF JUDGE

RONDA FOWLKES GROSS
CHIEF JUDGE PRO TEMPORE

JEREMY DARNELL BOWIE
DISTRICT COURT JUDGE

LYNETTE M. WARD
COURT ADMINISTRATOR



50TH JUDICIAL DISTRICT COURT
70 NORTH SAGINAW STREET
PONTIAC, MICHIGAN 48342
(248) 758-3800
50thdistrictcourt.com

CRIMINAL DIVISION
(248) 758-3820

CIVIL DIVISION
(248) 758-3880

TRAFFIC DIVISION
(248) 758-3878

PROBATION DEPARTMENT
(248) 758-3811

Probation Officer

GENERAL STATEMENT OF DUTIES: To investigate and interview individuals convicted of misdemeanors crimes. Prepares pre-sentence reports recommendations for sentencing by the Judge. Aid in formalizing plans of rehabilitation for persons placed on probation. To screen and refer OWI offenders in accordance with state law.

SUPERVISION: Working under the direct supervision of the Chief Probation Officer. May assist in training of lower lever staff and/or volunteers. The ability to work independently, functioning and decision making on the most complex probation cases.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all the following: **(these examples do not include all the tasks which the employee may be expected to perform).**

Investigate background of persons awaiting sentencing on misdemeanor cases. Includes reviewing arrest, employment, and other pertinent records, and interviewing the client, family employees, school authorities, police authorities and others as considered necessary.

Analyze all information gathered on a client, assessment of the individual's character, make a judgment concerning the probability of future criminal behavior, and recommend the most effective rehabilitative treatment. Prepare pre-sentence reports, which include a recommendation on the most proper court action.

Supervise persons placed on probation by this Court, ensuring compliance with the terms of probation.

Provide probationers with guidance on personal, financial, and other problems, assist in alleviating problems which led to criminal acts.

Assist probationers in securing employment, entering school, securing training to improve work skills, other rehabilitative measures.

Refer probationers to community rehabilitation programs designed to assist those with drug, alcohol, or emotional problems.

May oversee supervising and assigning caseloads to volunteer probation officers and student interns.

May oversee recruiting volunteer probation officers and student interns.

May be preparing information publications for distribution.

Prepare progress reports on probationers as asked; also prepare recommendations for probation termination, probation violation report and related reports.

To appear in court as necessary, e.g., for a violation of probation hearing.

To conduct intake interview and prepare intake reports on those individuals referred to probation without benefit of a pre-sentence investigation. To screen OWI offenders in accordance with state law.

QUALIFICATIONS FOR EMPLOYMENT:

Must have a bachelor's degree from an accredited college or university with a major in Psychology, Social Work, Sociology, Criminal Justice, Human Resource Development, or closely related field.

Must have a valid Michigan motor vehicle operator's or chauffeur's license.

Reasonable ability to communicate under adverse conditions with distressed people.

Recognized knowledge training in the assessment of substance abuse and substance abuse related problems.

Submit to:

Lorraine Grays

Administrative Assistant–Court Administration

50th District Court–

70 N Saginaw St., Pontiac, MI 48342

lgrays@pontiac.mi.us