

District Court/Probation Officer
COUNTY OF IONIA
POSITION OPENING

Title: **Probation Officer**

Starting Pay: Grade 10- \$19.18/hour
Full Time (37.5 hours weekly)

Location: Ionia County

Minimum Qualifications: This is an entry-level **PROBATION CASE MANAGER** position. Applicants must have excellent oral and written communication skills, computer skills with WORD/EXCEL/OUTLOOK, and keyboard skills. Applicants must be able to present themselves well and professionally in court and with clients. Applicants must have high integrity, be trustworthy and able to maintain confidentiality.

Education: Bachelor's Degree (Preferred)

General Summary: The chosen applicant will supervise a caseload of misdemeanor offenders, write pre-sentence reports, prepare violation reports, attend court, administer drug tests and perform a variety of other functions related to probation supervision.

- * Successful applicant must complete a pre-employment drug screen and background check.
- * Have a valid driver's license

Please send an application, resume and cover letter to:

Ionia County Administration Building
Human Resources
101 West Main Street
Ionia, MI 48846

Posting will remain open until May 7, 2021 at 4:00 p.m.

Applications available at www.ioniacounty.org

Ionia County is an Equal Opportunity Employer