

## **Probation Assistant Full-time – District Court**

The County of Marquette seeks applicants for a Probation Assistant for the 96<sup>th</sup> District Court. Under the supervision of the Court Administrator/Magistrate or designee, prepares court orders and jail commitments and various other documents related to the probation department. Explains terms of sentence and probation requirements to clients, schedules court appearance dates and appointments, sets up accounts receivable and receipts payments, and drafts and types correspondence. Assists in coordinating programs by preparing manuals, written materials and correspondence, and developing, maintaining record keeping systems, and preparing monthly reports. Coordinates supportive functions of specialty court operations. Provides supportive assistance to various programs including Moral Reconciliation Therapy (MRT).

High school graduation or equivalent some advanced data processing and legal secretarial coursework preferred. Eighteen months' relevant work experience in a court or office setting. Bachelor's degree in Criminal Justice or related field may substitute for experience. Starting rate of \$17.04/hr plus fringe benefit package. Applications available at [www.co.marquette.mi.us](http://www.co.marquette.mi.us) or in the Administration office at 234 W. Baraga avenue, Marquette, MI 49855. Marquette County is an equal opportunity employer.