45th District Court
13600 Oak Park Blvd.
Oak Park, MI 48237

JOB OPENING ANNOUNCEMENT

POSITION TITLE: Court Officer I – Full Time, a minimum of 35 hours per week

(Hourly Rate range of $14.00-$16.00)

Duty Station: 45th District Court, Oak Park, Michigan

Duties: Under the supervision of the Chief Court Officer and Court Administrator, the successful candidate will provide security at the entry station into the Court Facility of the 45th District Court, and will serve as the backup for courtroom duties as well. Officer will provide security screening for Judges, Court and City employees and the public. The officer will occasionally serve in the courtroom during court proceedings. The Officer will carry a court assigned weapon while on duty. The officer will regularly monitor the interior of the courthouse and the exterior of the courthouse.

Responsibilities: The Officer will screen all citizens entering the court complex. This will involve use of a metal detector, hand held wand, and x-ray machine; checking buildings and those entering the buildings for cell phones, weapons, and illegal contraband. Operate police hand held radios; able to become PBT certified and LEIN certified; transport defendants to the Oak Park lock-up and able to arrest citizens upon order of the Judge.

Required Knowledge, Skills and Abilities: The Court seeks an experienced law enforcement, corrections or Court security officer, whom is MCOLES certified and holds a current CCW permit. The officer will be interacting on a daily basis with the public and court participants**.**

Education and Certification: Possession of a high school diploma is a minimum requirement. An associate degree is preferred. Applicant must have been previously MCOLES or current MCOLES certified officers and have a current CCW permit. Additionally, the Officer will be PBT and Lein certified.

Experience: Must have prior experience as a law enforcement officer, corrections officer or court security officer. The applicant will hold a CCW, and be familiar with the use of a PBT device and the running of LEIN records**.** The successful candidate will be periodically range tested.

Background Check: This position is subject to a complete background investigation. Applicant must have no misdemeanor or felony convictions. Applicants must be eligible to hold a CCW permit and be eligible to be sworn in as an Oakland County Special Deputy Sheriff.

Salary Range and Schedule: This is a full time position, with limited health benefits after a 90 day waiting period. The position is based upon a 35 work week, with occasion coverage needed for evening probation or court sessions. Some variation of the work schedule will occur. The ability to work a flexible schedule is ideal. The compensation for this position is an hourly range of $14.00-$16.00 per hour. The position includes limited health benefits and leave schedule after a 90 day period.

To apply, mail or email resume to: **District Court Administrator**
45th District Court
13600 Oak Park Blvd.
Oak Park, Michigan 48237
248-691-7440
Goodroe@45bdc.org – resumes may be submitted by email

Applications will be accepted until: Monday, September 30, 2013

The 45th District Court is an Equal Opportunity Employer