45th District Court
13600 Oak Park Blvd.
Oak Park, MI 48237
(248) 691-7440

JOB OPENING ANNOUNCEMENT

POSITION TITLE: Court Officer II – Part-Time (Hourly Rate $14.00-$16.00)

Duty Station: Oak Park and Berkley Divisional Offices

Duties: Under the supervision of the Chief Court Officer and Court Administrator, the successful candidate will provide security at the entry stations into the City Hall/Court complex and the adjacent Probation department building for the 45th District Court – Oak Park Division. The officer will provide security 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.

Responsibilities: The Officer will screen all citizens entering the city hall/court complex and probation office. This will involve use of a metal detector, hand held wand, and x-ray machine; checking buildings and those entering the buildings for 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 be prior or current MCOLES certified officers and have a current CCW permit.

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.

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.

Salary Range and Schedule: This is a part time position, based upon an up to 28 hour work schedule, working a varied schedule on a weekly basis. The compensation for this position is an hourly range of $14.00-$16.00 per hour. No fringe benefits are available for this position.

To apply, mail or email resume to:

District Court Administrator
45th District Court
13600 Oak Park Blvd.
Oak Park, Michigan 48237
Goodroe@45bdc.org – resumes may be submitted by email

Applications will be accepted until: Friday, October 19, 2012

The 45th District Court is an Equal Opportunity Employer