Wayne County is seeking applications for a **Director of Probation Services / Community Supervision Officer**

**Key Responsibilities:**

* Supervise adult probationers to ensure compliance with court-ordered conditions (e.g., community service, drug testing, counseling).
* Manage case plans, assess needs, and connect offenders with rehabilitation resources (e.g., job training, substance abuse programs).
* Maintain detailed records, prepare court reports, and testify on probationer compliance or violations.
* Collaborate with judges, attorneys, and law enforcement to coordinate supervision and enforcement.
* Facilitate court-ordered programs, including electronic monitoring and community service.

**Minimum Qualifications:**

* Bachelor’s degree in criminal justice, psychology, sociology, social work, or related field (or 5 years of relevant experience).
* 5 years of experience in probation, criminal justice, or related field (entry-level roles may not require experience).
* Certification: Complete required college hours or have 4 years of certified law enforcement experience; exemptions apply for certain prior probation officers.
* Must pass criminal background check, drug screening, and medical evaluation (at candidate’s expense).
* U.S. citizen, 21+ years old, no felony convictions or recent serious traffic offenses.
* Fluency in Spanish or Asian dialects is a plus.

**How to Apply:** Applications are available at the Wayne County Administrator’s Office, Monday through Friday, 8:00 a.m. to 5:00 p.m. Completed applications must be submitted to the same office by **June 11, 2025**.

Wayne County is an Equal Opportunity Employer.

Run as legal ad: 05/28, 06/05

# Job Description: Director of Probation Services / Community Supervision Officer (CSO)

**Primary Responsibilities:**

## Supervision of Offenders:

* + Supervise and monitor a caseload of adult probationers to ensure compliance with court-ordered terms and conditions, such as Community service, Drug testing, Anger Management, Family Violence Intervention, etc.
	+ Conduct client intake and schedule regular office visits with clients, conduct employment verification, verify contact information as needed, verify compliance with special conditions ordered as needed.

## Case Management:

* + Formulate case plans, set goals, and identify community resources (e.g., counseling, job training, or substance abuse programs) to support offender rehabilitation.
	+ Perform intake procedures, including interviewing probationers to assess needs and risks.
	+ Maintain detailed records and prepare reports for court hearings, including recommendations for sentencing, modifications, or revocation of probation.
	+ Collections of Court ordered Fines, Fees and or Restitution.

## Court and Legal Duties:

* + Testify in court regarding probationer compliance, violations, or recommendations for case disposition.
	+ Prepare and execute legal documents, such as subpoenas or warrants, and present cases within mandated timeframes.
	+ Collaborate with judges, attorneys, law enforcement and other criminal justice agencies to coordinate supervision and enforcement.

## Rehabilitation Support:

* + Counsel probationers to address issues like substance abuse, mental health, or employment challenges, connecting them with appropriate services.
	+ Facilitate community service programs or other court-ordered activities.
	+ Facilitate intake/referrals for court ordered Substance Abuse or Mental Health treatment.
	+ Em Supervision- electronic monitoring supervision. GPS offender tracking if court ordered

# Minimum Qualifications:

## Education:

* + Bachelor’s degree in criminal justice, psychology, sociology, social work, or a related field from an accredited college or university.
	+ Or five years of relevant experience in lieu of a bachelor’s degree.

## Experience:

* + Five years of experience in probation case management, criminal justice, or a related field is required, though entry-level positions may not require prior experience.
	+ For juvenile probation roles, experience working with youth or in juvenile justice systems may be preferred.

## Certifications and Licensing:

* + Complete a standard 2-year college course of study or 90 quarter hours or 60 semester hours from an accredited institution or have four years of law enforcement experience as a certified peace officer or jurisdictional equivalent, at the time of appointment. Any private probation officer who was employed as of July 1, 1996, and who had at least 6 months of experience as a private probation officer, or any person employed as a probation officer by a county, municipality, or consolidated government as of March 1, 2006, shall be exempt from such college requirements. Documentation of education, law enforcement experience, and POST certification shall be maintained in the probation officer’s personnel files.
	+ Ability to pass a criminal background check, drug screening, and medical evaluation (at candidate’s expense).

## Other Requirements:

* + U.S. citizenship.
	+ At least 21 years of age for most positions.
	+ No felony convictions (or misdemeanor convictions indicating a pattern of disregard for the law).
	+ No recent DUI convictions or serious traffic offenses within the past three years.
	+ Fluency in Spanish or Asian dialects may be a desired qualification.

# Training:

## Basic Community Supervision Officer Training:

* + Complete a 40-hour initial orientation program within 6 months from MPOU registration approval, and 20 hour annual in-service continuing education training program, consisting of a curriculum approved by MPOU. Training documentation shall be maintained in the probation officer’s file and;

## Ongoing Training:

* + Maintain a clear criminal record.
	+ Ensure each individual completes continuing education and;
	+ Adhere to all other requirements established in these rules.
	+ Probation officers may receive additional training for specialized caseloads, such as domestic violence, substance abuse, or juvenile offenders.

# Skills and Abilities:

* Excellent verbal and written communication skills for reporting and counseling.
* Strong organizational and time-management skills to manage caseloads.
* Proficiency in computer systems for case management and reporting.
* Ability to work with diverse populations and handle high-risk, moderate to high stress situations.
* Analytical skills to assess offender progress and make recommendations.
* Physical capability to handle potential confrontations and perform moderately arduous tasks.

# Work Environment:

* **Setting**: Combination of office work, court appearances, and field visits.
* **Schedule**: Typically, full-time.
* **Travel**: Requires local travel for court, inmate/jail visits, executing legal documents, must have a valid driver’s license and reliable transportation.

# Salary and Benefits:

## Salary:

* + As of April 1, 2025, the average annual salary will be based on experience and location.
	+ Full time employees are eligible for benefits under Wayne County defined plan.