

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

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www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

RONALD W. LOWE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

PART TIME WORK DETAIL MANAGER
\$25.00 PER HOUR

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the part time position of Work Detail Program Manager reporting to the Court Administrator. This is an at-will position with no fringe benefits.

General Summary:

The 35th District Court Work Detail Program is an alternative to jail for defendants with lesser offenses that do not pose a threat to the community. The defendants who work on the weekends and Thursdays are directed by supervisors. The Work Detail Manager's responsibilities require managing the Work Detail Program and supervisors. The Work Program is conducted from 7:30a.m. - 4:00p.m. weekends and Thursdays in all weather conditions. The Work Detail Manager will work independently and report weekly to the Court Administrator.

Essential Duties: (may include but are not limited to)

- Scheduling community work assignments and supervisors' hours
- Liaison with Probation Department
- Maintains and replenishes supplies
- Van maintenance
- Quarterly/Annual statistic reports for Judges and Community Leaders
- Problem solving as issues arise
- Overseeing/manages work detail supervisors

Employment Qualifications:

- High school graduation or equivalent
- Other experience demonstrating good communications skills, the ability to work well with others, able to demonstrate good judgment, tact and courtesy, as well as leadership qualities
- Valid Michigan driver's license with CDL privileges which need to be maintained during the course of employment
- Three (3) years or more experience in security/law enforcement or court security
- Must pass criminal background check, physical examination and drug testing.

To apply:

Submit resume accompanied with a completed employment application. The link for the application is as follows: www.35thdistrictcourt.org.

Mail completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org

No phone calls, no walk-ins. Return by mail only.

The position is open until filled.

July 2021