



35TH JUDICIAL DISTRICT COURT

660 Plymouth Rd., Plymouth, Michigan 48170-1891

734-459-4740 Fax 734-454-9303

[Www.35thdistrictcourt.org](http://www.35thdistrictcourt.org)

PART-TIME WORK DETAIL SUPERVISOR

\$25.00/hour | At-Will Position | No Fringe Benefits (Sick Time Accrued per Michigan Law)

The 35th District Court, serving the communities of Canton, Northville, Northville Township, and Plymouth, is seeking a dependable and motivated individual for the position of Part-Time Work Detail Supervisor. This is an at-will position. While the position does not include fringe benefits, the employee will accrue paid sick time in accordance with the Michigan Paid Medical Leave Act. The court is an Equal Opportunity Employer.

Position Summary:

The Work Detail Supervisor is responsible for overseeing a crew of court-assigned individuals performing community service tasks across various outdoor locations. This includes transporting participants to and from work sites, supervising work assignments, maintaining a safe and orderly environment, and reporting progress or concerns to court personnel.

The program operates Saturday and Sunday, excluding holidays, from 7:30 a.m. to 4:00 p.m., in all weather conditions. Flexibility within the work schedule.

Key Responsibilities

- Supervise work crews (approximately 10 participants) at assigned community service sites
- Provide safe and secure transportation to and from job sites using a court-provided vehicle
- Monitor performance, behavior, and safety of participants throughout the workday
- Ensure compliance with court rules and program expectations
- Maintain daily records and submit progress or incident reports as required
- Communicate effectively with court staff, local officials, and program participants
- Respond appropriately to emergencies or conflicts in the field

Employment Qualifications:

- High school diploma or equivalent
- Demonstrated ability to lead, manage, and supervise individuals in a field environment
- Strong communication skills, good judgment, tact, and interpersonal professionalism
- Valid Michigan driver's license with CDL endorsement (must be maintained throughout employment)
- Ability to pass a criminal background check
- Preferred minimum one (1) year of experience in law enforcement, court security, corrections, or related field

To apply:

Submit resume accompanied with a completed employment application. Download the application from: www.35thdistrictcourt.org.

Mail/E-mail completed application AND resume to:

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

Note: No phone calls or walk-in inquiries will be accepted. Applications will be reviewed on a rolling basis until the position is filled.