

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

JOE BARONE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

JENNIFER LADA
COURT ADMINISTRATOR

Sobriety Court Coordinator (PT, Grant Funded, Non-Union Position)
Part Time: \$22.91 (15-18 hours per week)

General Summary:

Under the supervision of the Chief Probation Officer, the Sobriety Court Coordinator is responsible for coordinating and supporting the daily operations of the Court's Sobriety Court program. This position requires a working knowledge of court and probation operations, the ability to exercise independent judgment, strong organizational and communication skills, and the ability to manage confidential information and program data accurately.

An employee in this position may be required to perform any or all of the following functions. These examples are not intended to be all-inclusive, but rather to provide a general outline of the duties and responsibilities associated with the position. To perform this job successfully, an individual must be able to carry out each essential function satisfactorily.

Essential Functions

- Monitor, track, and document participant compliance, progress, and program performance, including attendance, testing results, and treatment participation.
- Maintain accurate, timely, and complete data entry and case records within the Drug Court Case Management Information System (DCCMIS) and related databases.
- Prepare and compile participant summaries, compliance reports, and program documentation for staffing meetings, court hearings, audits, and grant reporting.
- Attend and actively participate in staffing meetings and court sessions, providing updates regarding participant compliance and program status.
- Serve as the support liaison between the court, treatment providers, community partners, and program participants to support coordinated service delivery and communication.

Experience: This is an entry-level position. Prior experience in probation, case management, specialty courts, social services, or a related justice- or treatment-based setting is preferred but not required. Experience gained through internships, coursework, volunteer work, or closely related administrative or human services roles may be considered. The successful candidate must demonstrate the ability to learn court procedures, follow program requirements, manage confidential information, and work collaboratively within a multidisciplinary team.

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

JOE BARONE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

JENNIFER LADA
COURT ADMINISTRATOR

Employment Qualifications: The position requires an associate's degree in criminal justice, social work, psychology, counseling, or a closely related field, or an equivalent combination of education and experience. Candidates must demonstrate strong organizational, communication, and data management skills, along with proficiency in Microsoft Office applications; experience with court or case management systems is preferred but not required. The ability to maintain confidentiality, exercise sound judgment, and maintain appropriate professional boundaries is essential. Candidates must be able to successfully pass a criminal background check and drug screening.

Physical Requirements: This position requires walking, standing, carrying, bending, lifting, stooping, sitting for extended periods, talking, pulling, pushing, and finger dexterity. Must be able to bend and lift up to 40 pounds and perform repetitive hand and arm movements. Duties require sufficient mobility to work in a standard office setting and operate typical office equipment, including computers, as well as hearing and speech ability to communicate in person and by telephone. The position also requires lifting file boxes, reaching files on high shelves, and organizing and alphabetizing records.

To apply: Submit resume accompanied with a completed employment application. The link for the application is as follows: <https://www.35thdistrictcourt.org/>

Mail or email 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.