

## Notice Position Opening

**DEPARTMENT:** Barry County Trial Court Civil/Criminal Division

**TITLE:** Swift and Sure Sanction Pilot Program Caseworker

**SEND RESUME TO:** Robert F. Nida, Trial Court Administrator  
206 W. Court Street Ste. 302  
Hastings, MI 49058

Applications accepted through 5:00 pm January 9, 2012

Barry County is an Equal Opportunity Employer. We hire only U.S. Citizens and lawfully authorized alien workers and comply with the American's with Disabilities Act.

## BARRY COUNTY TRIAL COURT

### JOB DESCRIPTION

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**JOB TITLE:** Swift and Sure Sanction Program Caseworker  
**REPORTS TO:** Deputy Trial Court Administrator Civil/Criminal Division

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#### SUMMARY

Conducts pre-sentence investigations and prepares pre-sentence reports for the court containing sentencing recommendations. Supervises a caseload of probationers and monitors compliance with probation terms and conditions.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

Conducts pre-sentence investigations, which includes reviewing arrest reports, driving records, criminal histories, employment records, and other pertinent information regarding individuals awaiting sentencing. Also interviews defendants, family, employer, complainant, law enforcement and school authorities and others as deemed necessary. \*

Analyzes pre-sentence information obtained during pre-sentence investigations and prepares a pre-sentence report containing investigation findings and recommended sentence. \*

Provides orientation to newly assigned probationers explaining and interpreting terms and conditions of probation orders and court policies and procedures. \*

Supervises an active probation caseload, which includes monitoring compliance with probation terms and conditions. Makes program referrals, calculates restitution, restricts driver's licenses, enforces fines and costs, and regularly meets with probationers to assess and monitor compliance. \*

Refers probationers to community agencies for assessment, counseling and treatment for substance abuse and/or emotional problems. Regularly communicates with these agencies to discuss cases, services, and probationer attendance and progress. Explores new programs to facilitate rehabilitative probation measures. \*

Provides probationers with guidance and counseling on personal, financial and related problems, and assists clients in correcting unacceptable behavior.\*

Assists probationers in securing employment, entering school, securing training to improve work skills, and with other rehabilitative measures as needed.\*

Initiates probation amendments such as probation extensions and discharges when determined appropriate. Also makes court appearances for sentencing and probation violation hearings to provide testimony as required.\*

Maintains case records and statistics, and prepares case activity and related reports.\*

Monitors probationer payment records, notifies probationers of payment arrearages and failure to report, and initiates enforcement actions which may include probation violation petitions and bench warrants.\*

Responds to inquiries from attorneys, probationers, law enforcement personnel, public and others. Provides case information, explains terms and conditions of probation, describes probation function, and explains court policies and procedures.\*

Coordinates community service placement for court ordered community service in lieu of fines or other penalties.\*

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

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## QUALIFICATIONS

**Education:** Bachelors degree in psychology, criminal justice, social worker, counseling or a closely related field.

**Experience:** One year case supervision experience (including internships and on-the-job training), preferably in a court or counseling, mental health, correctional, substance abuse agency or related area.

**Other Knowledge, Skills, and Abilities:**

Knowledge of circuit court statutes, court rules and procedures related to probation matters.

Knowledge of other resources in the community which clients can be referred for assistance.

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*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

**CERTIFICATION OR LICENSURE**

Valid Michigan driver's license.

Date Approved: \_\_\_\_\_

Revised: \_\_\_\_\_