

32A District Court



19617 Harper Avenue
Harper Woods, MI 48225

Job Vacancy Posting

PART TIME COURT OFFICER

This position is part time (10-25 hrs. per week). Under the supervision of the court administrator, the successful candidate will perform general security duties at the Court. The part time court officer promotes security and orderly behavior within the confines of the court facility by providing a visible presence within the court facility. The part time court officer also has the responsibility for maintaining order, and protecting the judge, jurors, court personnel and the general public. The part time court officer is responsible for screening individuals before they enter the courtroom, and serves other needs as determined by the judge and/or court administrator.

Education and Experience: High school diploma or equivalent. One year of experience in law enforcement or court related duties.

Certificates, Licenses, Registrations: Must be able to periodically qualify to carry a firearm in the course of employment and receive such other required training. Must maintain a concealed weapon permit from the county. Must possess and maintain a valid motor vehicle operator's license.

Physical Demands: Employee must show proof of physical ability to provide security for judges, prisoners, witnesses, jurors, court personnel, and the public. While performing duties of the job, the employee is frequently required to stand for long periods of time and do a considerable amount of walking. The employee may be required to engage in extremely strenuous activity in the subduing of unruly individuals.

Compensation & Benefits: This position is a part time position (10-25 hrs. per week). The compensation range, depending on experience and qualifications is \$18.00 per hour. This position does not include medical or retirement benefits, nor paid time off.

To apply, please submit a cover letter, resume, and application to:

Tamie Rice
Court Administrator
32A District Court
19617 Harper Avenue
Harper Woods, MI 48225

trice@32adc.net

Application is available at the 32A District Court or
<http://www.harperwoodscity.org>

No Telephone Inquiries Please

Deadline: Until filled

****An Equal Opportunity Employer****