



# City of Seattle's Municipal Court



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## Probation Counselor I

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**SALARY:** \$31.75 - \$37.08 Hourly  
**LOCATION:** Downtown Seattle  
**JOB TYPE:** Civil Service Exempt, Regular, Full-Time  
**SHIFT:** Day  
**DEPARTMENT:** Municipal Court  
**BARGAINING UNIT:** PTE- Local 17, Municipal Court Probation Counselors  
**CLOSING DATE:** 06/18/13 at 4:00 PM Pacific Time via [www.seattle.gov/jobs](http://www.seattle.gov/jobs)

### POSITION DESCRIPTION:

The Municipal Court of Seattle, processes more cases than any other municipal court in the State of Washington. The Probation Services Division is accepting applications from qualified candidates for a full-time Probation Counselor I position that reports to the Probation Manager/Supervisor. This position performs out-of-custody and/or in-custody probationary services for individuals who have been sentenced by the Municipal Court. Position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

### JOB RESPONSIBILITIES:

Examples of work or tasks include, but are not limited to:

- Maintain caseload of probationers with offense types such as DUI, Negligent Driving, Assault, and Domestic Violence.
- Assess, motivate, counsel, and monitor probationers with a wide variety of problems including but not limited to substance abuse and addiction, mental health issues, sexual deviance, and domestic violence issues to ensure compliance with Court-ordered conditions.
- Work actively towards the integration of the probationer into the community using community resources.
- Conduct pre and post-sentence investigation interviews and evaluations of defendants charged with misdemeanor offenses.
- Required to collect urine samples for urinalysis in laboratory specimen cup.
- Determine appropriate counseling or treatment plan based on risk and needs assessment, refer probationer to appropriate agency, and provide crisis intervention and referral, if needed. Establish timeframes for completing specific conditions, determine probationer's ability to comply with conditions and adapt specific monitoring provisions.
- Manage caseload using an automated case management system that records, tracks, documents, and audits activity.
- Monitor and assess probationer's compliance with Court-ordered conditions which includes regular contact with defendant, attorneys, Seattle Police Department, employers, treatment providers, Court, and community agencies. Supervision may include home visits and other community-based work.
- Prepare and maintain a variety of reports and files including pre-sentence, review, status, or dismissal reports, written assessments and recommendations concerning alternative forms of sentencing, treatment, custody release, and supervision, which are consistent with applicable laws, policies and procedures.
- Appear in court when required to testify and present findings.
- Make community/site visits to collateral agencies and treatment providers as needed.

**QUALIFICATIONS:**

- A minimum of a bachelor of arts or bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment.
- One year experience in probation, counseling, interviewing, or court/criminal justice system, paid or voluntary. For volunteer or part time employment, 2080 hours is the equivalent of one year of experience. Experience must demonstrate skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.
- Valid Washington State driver's license at time of hire.

**ADDITIONAL INFORMATION:****Desired Qualifications:**

- Prefer a course of study in sociology, psychology, or criminal justice.
- Prefer two years of experience in probation counseling with one year working in a probation unit within a judicial environment.
- Prefer keyboarding proficiency with a minimum of 35 WPM.
- Proficient using Microsoft Outlook, Word, and Excel.
- Prefer experience working with various offender-based data systems.
- Prefer experience identifying criminogenic factors, effectively, deal with crisis situations, and handle confidential legal matters.
- Knowledge of local community and social service resources.
- Knowledge of current theories and practices in the field of community corrections.
- Demonstrated ability to maintain professionalism while working under pressure, handling high volume caseload, organizing large volumes of information, and frequently changing workload or assignments.
- Demonstrated ability to communicate and work effectively with a culturally diverse staff and clientele.
- Demonstrated ability to tactfully defuse escalated situations so individual is open to instruction.

**Additional Information & Questions:**

Job offers are contingent on the verification of credentials and other information required by the application process including the completion of a background check which includes criminal history. After hire, must successfully complete 80 hours Criminal Justice Training Commission's Basic Adult Services Correctional Services Academy within six months of employment as required by WAC 139-10-210.

For more information on the Seattle Municipal Court visit: [www.seattle.gov/courts](http://www.seattle.gov/courts) or contact Kristy Hulverson, Personnel Specialist, at 206-233-7201.