

# Lewis County Juvenile Court Employment Opportunity

---

## PROBATION OFFICER (Grant Funded)

Who May Apply: Any Qualified Applicant

Employment Status: Regular, Full Time (Non-Exempt)

Starting Salary: \$4,036.00 to \$4,241.00 DOQ – Progressing to \$5,428.00 per month

Posting Date: December 17, 2013 thru January 10, 2014 at 4:00 p.m.

---

### DEPARTMENT/OFFICE

Lewis County Juvenile Court  
360 NW North St, MS:JUV01  
Chehalis, WA 98532

---

### POSITION SUMMARY

Professional position, appointed and characterized by the performance of duties pursuant to RCW 13.40.040 and supervises court orders of disposition on both offender matters as well as status offenses to ensure that all requirements are met, makes recommendations to the court regarding the need for continued supervision and/or detention, arranges and supervises diversion agreements and prepares dispositional studies and reports for the court. Responsible for sealing/destroying records, Department of Licensing notifications, Minor Work Permits and Marriage Waivers. Performs work with minimal supervision. This is a union represented position.

Funding for this position is contingent upon continued grant funding.

### Minimum Qualifications:

Bachelor's Degree from an accredited college or university in the behavioral sciences, criminal justice or closely allied field plus two (2) years' experience working with youth, or in a social services position or the courts with at least one (1) year of experience working with youth in an organized setting. Must possess a valid Washington State driver's license.

---

### HOW TO APPLY

Pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. from:

**Lewis County Juvenile Court**  
**1255 S.W. Pacific Avenue**

**Chehalis, WA 98532** (physical location of Court)

Application packets are available on the Lewis County website at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs)

Application packets may also be requested by calling (360) 740-1408 or (360) 740-1480 TTY.

Complete application MUST be received by 4:00 p.m. on the posted closing date. Faxed applications will not be accepted. Manually signed and scanned applications may be emailed to [holli.spanski@lewiscountywa.gov](mailto:holli.spanski@lewiscountywa.gov) providing a signed hard copy follows within 5 days.

---

### WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions with or without accommodation and possesses the knowledge, skills and abilities as identified in the job description.

---

### REQUIREMENTS

The following items are **required** for your application to be considered complete and for you to be considered for this recruitment.

Note: All sections of the application must be complete; "See resume" is not acceptable.

**Lewis County Employment Application**  
**Authorization to Release Information**  
**Resume**  
**Cover Letter**

**All application materials must be received by the Lewis County Juvenile Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted.**

*Lewis County accepts no responsibility for the completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.*

---

### SPECIAL REQUIREMENTS

Must successfully complete a criminal history investigation and polygraph examination. Must successfully pass Washington State Criminal Justice Training Commission Juvenile Services Academy within one year of employment. Must have a working telephone at residence or personal mobile phone.

---

### OTHER EMPLOYMENT INFORMATION

**NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.**

*Lewis County is an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information, or any other basis protected by law in employment or the provision of services.*