

JUVENILE PROBATION COUNSELOR II

DEPARTMENT: Office of Juvenile Court
ENTRY SALARY: \$22.98 per hour, 40 hours per week
POSTING DATES: December 18, 2013, closes 4:30 pm January 8, 2014

THE POSITION:

Organizes, coordinates and manages a caseload of offender and non-offender juveniles under juvenile court jurisdiction to provide for the safety of the community within the context of the Washington State Juvenile Justice Act. Provides and/or coordinates terms of accountability and treatment services, including evaluations, for the purpose of community safety and rehabilitation. Prepares pre-sentencing and other legal reports for the Court and reports to the Court as necessary. Acts as community liaison to law enforcement, schools, treatment providers and other community agencies.

ESSENTIAL RESPONSIBILITIES:

- Evaluates assigned cases and determines an appropriate course of action.
- Prepares cases for Court or Diversion. This may include serving of legal notice, meeting with juveniles and parents/guardians, collateral contacts, determination of sentencing range, preparation of Court reports, and courtroom testimony.
- Enforces Court Orders and reports to the Court.
- Completes Pre-Screens and Full Risk Assessments and implements Case Management Planning per the Washington State Case Management Assessment Process.
- Coordinates meetings with schools, parents, law enforcement, and various social service and legal agencies and contact with victims, Prosecutors, Public Defenders and private counsel.
- Resolves conflict and crisis situations while monitoring client behavior.
- Coordinates evaluations and/or treatment for drug/alcohol, psychological, psychosexual, psychiatric, and other identified issues.
- Performs Duty Officer responsibilities as assigned which may include screening detention admits, miscellaneous phone calls and office inquiries, after hours and weekend detention inquiries.
- Responds to general inquiries from the community, which may include public speaking.
- **Supervisory:** Occasionally provides direction as needed to employees of a lower classification.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Psychology, Sociology, Criminal Justice or related field.

Bilingual. Ability to fluently read, write and speak Spanish is strongly preferred.

Minimum of 2 years experience as a Probation Counselor preferred or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work.

LICENSES AND/OR CERTIFICATIONS:

Valid Washington State driver's license required.

Washington State Criminal Justice Training Commission Juvenile Services Academy Certificate required within 6 months of hire.

Washington Association of Juvenile Court Administrators Case Management and Planning Training and certification required within 6 months of hire.

Must complete training and certifications as required by the Juvenile Court Director.

WORKING CONDITIONS/REQUIREMENTS:

Work is performed in multiple environments including but not limited to: office, courtroom, schools, police, community agencies, detention and jail facilities.

May have occasional 24 hour on-call responsibilities.

APPLICATION PROCEDURE:

Applications postmarked prior to the closing, but received after the closing date, will not be accepted. Resumes are accepted, but must be accompanied by a complete application form and received by the closing date. Applications will be accepted by fax if the original is received prior to interviews. Submit applications to: Skagit County Human Resources Department, 1800 Continental Place, Suite 200, Mount Vernon, WA 98273.

SELECTION PROCESS:

Following a review of the applications and resumes, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to fill any other [Juvenile Probation Counselor II](#) position in the Office of Juvenile Court Department for a period of six months following the closing date of the job posting. A pre-employment drug screen will be required of the successful candidate. Skagit County reserves the right to use applications received for this posting to fill any other positions which may open within the Skagit County for a period of six months following the closing this position.

**SKAGIT COUNTY
POSITION DESCRIPTION**

Position Title: Juvenile Probation Counselor II
Department: Office of Juvenile Court
Report To: Probation Division Manager
Occupation Code: 1614
Salary Range: 13

SUMMARY: Organizes, coordinates and manages a caseload of offender and non-offender juveniles under juvenile court jurisdiction to provide for the safety of the community within the context of the Washington State Juvenile Justice Act. Provides and/or coordinates terms of accountability and treatment services, including evaluations, for the purpose of community safety and rehabilitation. Prepares pre-sentencing and other legal reports for the Court and reports to the Court as necessary. Acts as community liaison to law enforcement, schools, treatment providers and other community agencies.

ESSENTIAL FUNCTIONS:

Evaluates assigned cases and determines an appropriate course of action.

Prepares cases for Court or Diversion. This may include serving of legal notice, meeting with juveniles and parents/guardians, collateral contacts, determination of sentencing range, preparation of Court reports, and courtroom testimony.

Enforces Court Orders and reports to the Court.

Completes Pre-Screens and Full Risk Assessments and implements Case Management Planning per the Washington State Case Management Assessment Process.

Coordinates meetings with schools, parents, law enforcement, and various social service and legal agencies and contact with victims, Prosecutors, Public Defenders and private counsel.

Resolves conflict and crisis situations while monitoring client behavior.

Coordinates evaluations and/or treatment for drug/alcohol, psychological, psychosexual, psychiatric, and other identified issues.

Performs Duty Officer responsibilities as assigned which may include screening detention admits, miscellaneous phone calls and office inquiries, after hours and weekend detention inquiries.

Responds to general inquiries from the community, which may include public speaking.

Supervisory: Occasionally provides direction as needed to employees of a lower classification.

OTHER JOB FUNCTIONS:

Performs related duties as assigned. *

*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

QUALIFICATIONS:

Bachelor's Degree in Psychology, Sociology, Criminal Justice or related field.

Bilingual. Ability to fluently read, write and speak Spanish is strongly preferred.

Minimum of 2 years of experience as a Probation Counselor preferred or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work.

Requires knowledge of:

Case management principles and procedures.

The Revised Code of Washington as it relates to the essential functions of the position.

Courtroom and office policies and procedures.

Both legal and non-legal documents related to Juvenile Court.

How and when to access various social service and legal agencies.

Detention admission and release policies and procedures.

Referral screening and assignment criteria.

Effective public relations

The department mission, vision and values.

Requires the ability to:

Communicate effectively both verbally and in writing.

Counsel juveniles and their parent/guardian.

Prepare legal documents and reports.

Deal with stressful and emotional situations for extended periods.

Read, interpret and apply work related laws, codes, ordinances and other regulations and guidelines governing work assignments.

Utilize computer and office technology skills.

Make decisions independently and seek direction when needed.

Licenses and/or Certifications:

Valid Washington State driver's license required.

Washington State Criminal Justice Training Commission Juvenile Services Academy Certificate required within 6 months of hire.

Washington Association of Juvenile Court Administrators Case Management and Planning Training and certification required within 6 months of hire.

Must complete training and certifications as required by the Juvenile Court Director.

WORKING CONDITIONS/REQUIREMENTS:

Work is performed in multiple environments including but not limited to: office, courtroom, schools, police, community agencies, detention and jail facilities.

May have occasional 24 hour on-call responsibilities.

Hazards: Those present in a normal office environment with occasional exposure to hostile persons and stressful situations.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of Skagit County to not discriminate against any person with regard to race, color, religion, sex, age, sexual orientation, national origin, marital status or physical or mental disability.

Revised December 16th, 2013

Revised 09/01/2009