



King County

Invites Applications for the Position of:

Probation Manager

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/27/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/13/14 04:30 PM (GMT -8:00)

SALARY: \$77,550.10 - \$98,076.99 Annually

LOCATION: Multiple locations in King County

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County District Court

JOB NUMBER: 2013AM03525

SUMMARY:

King County District Court (KCDC) has an opening for a Probation Manager to focus on the coordination and management of a team of Probation Officers and Mental Health Specialists across five locations within King County. Duties include evaluation of daily probation services operations in order to anticipate trends and training needs, supervision of staff and coordination of their activities, and act as the liaison with courts and other social service and governmental agencies. Additional duties may include: monitoring treatment agencies' compliance with court standards and providing related information to judges and Probation Director; working with the Director on issues affecting the overall operation of the department; preparing special and on-going reports; and coordinating Interstate Compact (ICAOS) matters.

Work is performed at a professional level with the expectation of independent judgment and decision making as directed by the Director of Probation Services or other executive level staff as delegated. The Probation Manager is expected to demonstrate appropriate judgment, role modeling and technical expertise.

KCDC is the largest court of limited jurisdiction in the State of Washington. KCDC is committed to using technology to inform case management and intervention with probationers, and is currently responsible for processing approximately 250,000 matters per year with 25 judges and approximately 260 employees in 9 locations. The Court is a leader in many areas involving public safety and access to justice, including the use of problem

solving courts, jail alternative programs and judge managed probation services. Thirteen cities contract with King County for judicial services that are provided by KCDC.

Work locations for this position include the Seattle, Shoreline, Issaquah, and Auburn Courthouses, and the Maleng Regional Justice Center in Kent.

Additional materials required: A resume, and a letter of interest.

JOB DUTIES:

- Manages performance measures for Probation Services.
- Assists in maintaining effective working relationships with the Judges, staff, criminal justice agencies, law enforcement agencies, prosecutors, defense attorneys, court personnel, treatment agencies, other county agencies, and the public.
- Assists with hiring, discipline and termination processes.
- Assists in the maintenance and implementation of technology advancement related to probation services.
- Acts as the Probation Services subject matter expert.
- Handles complex issues, questions, and sensitive situations.
- Trains, supervises and evaluates subordinate staff
- Provides training, monitors legislative changes, and maintains procedure manuals for probation staff.
- Facilitates coordination among locations to maintain consistency and uniformity.
- Oversees scheduling regular case file audits, and performs regular case audits for subordinate staff.
- Investigates complaints of treatment agency non-compliance and consults with the Director regarding reports to the Division of Behavioral Health and Recovery as appropriate.
- Performs and coordinates Interstate Compact (ICAOS) related responsibilities.
- Designs forms as required.
- Prepares reports as requested.
- Performs payroll duties as needed.
- Works at any Court location on a regular basis.
- Is able to maintain regular attendance at assigned work sites.
- Assumes responsibilities of Director of Probation Services in his or her absence as needed.
- Performs other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Ability to plan, delegate, and coordinate work
- Proficiency working with a probation case management system and a court case management system
- Ability to identify needs, implement changes and to evaluate outcomes
- Ability to lead teams and committees
- Ability to communicate and express ideas and recommendations effectively both orally and in writing

- Possess proficiency working with software and personal computer applications
- Ability to establish and maintain effective working relationships both within and outside of the Court
- Ability to understand and interpret laws pertaining to Probation Services and communicate with counsel regarding these laws
- Thorough knowledge of policies, procedures and laws pertaining to the operation of probation services
- Thorough knowledge of current developments in casework philosophy, methods, practices and counseling techniques

Qualifications

Must have a bachelor's degree in a related field of study, including but not limited to a social/behavioral sciences degree **AND:**


- Four years of progressively responsible experience providing probation services
- Demonstrated ability to lead and manage change
- Valid Washington State Driver's license
- Complete the requirements of middle-management corrections training per WAC 139-10-410 within 6 months of hire

Desired Qualifications

- Chemical Dependency Professional (CDP) and/or Mental Health Professional (MHP) Certification preferred but not required
- Experience in Mental Health ITA's preferred but not required

SUPPLEMENTAL INFORMATION:

Selection process: Application materials will be screened for qualifications; the most competitive candidates will be invited for one or more panel interviews. Any employment offer will be contingent upon the results of a criminal background investigation and finger printing.

If you have questions regarding this position, please call Aaron Moe at 206.477.3259 .

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.