



PIERCE COUNTY
invites applications for the position of:

Adult Probation Officer 2

SALARY: \$29.07 - \$36.84 Hourly

OPENING DATE: 01/06/15

CLOSING DATE: 01/21/15 11:59 PM

DESCRIPTION:

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties. Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$75,000
- Small claims for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

POSITION SUMMARY:

This is probation work providing case management for Pierce County District Courts. Employees occupying positions in this class are responsible for performing investigative, general counseling and referral activities for adults placed on probation by the court.

Duties performed may be of a supervisory nature within the department. Employees of this class may be responsible for case assignment to subordinates and may perform case work for selected serious or complex cases. Work may require some unusual work hours to accomplish assigned tasks. Work is performed under the general supervision of an administrative superior who reviews work for adequacy of professional judgment, compliance with established departmental procedures, practices and goals, and for quality through audits and appraisal of results obtained.

- May distribute caseload assignments to probation officers in absence of Probation Services Manager; may supervise daily work of subordinated probation officers and volunteers as directed by administrative staff.
- Observes and documents offender appearance and behavior. Notes speech tone and characteristics.
- Conducts criminal record history review.
- Assesses problem areas, including chemical dependency, domestic violence and mental illness issues and sexual deviancy issues.
- Conducts pre-sentence investigations and prepare pre-sentence reports on complex and multi-problem cases; identifies problem areas; presents sentencing recommendation to the court.

- Develops and implements individual probation plans to meet conditions set by the court, and may assist, when directed by supervisory staff, other probation officers in this function.
- Supervises offenders with more serious and multiple problems; provides assistance for offenders regarding matters that may affect individual probation plans; provides direction regarding treatment programs.
- Prepares written reports to and/or appears in court on routine and complex cases of unusually serious consequence; uses sound judgment in making recommendations to the court.
- Maintains contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, and other applicable interests in order to supervise compliance and progress of cases; maintains comprehensive log of contacts, information obtained and actions taken relative to cases. Manages case files and filing.
- Attends departmental meetings to stay informed on policies, procedures, and overall program progress; attends seminars and workshops, as available, and affordable to the department, to increase knowledge of probation field including counseling and treatment fields, and community resources.
- Performs duties as specialist in matters pertaining to chemical dependency, domestic violence and mental health issues, including resource development.
- Provides instruction from a curriculum and lesson plan for the Day Reporting Program.
- Ability to complete and perform multi-task assignments.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in a related field. A course study in Sociology, Psychology, or Criminal Justice with concentration in the social/behavioral sciences is preferred.
- Three years of investigation or social casework experience, including two years at a level equivalent to an Adult Probation Officer 1.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- Union membership is required within 30 days for represented positions.
- A valid Washington State driver's license may be required when travel is required of the position.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment.

This announcement is not intended to reflect all duties to be performed by our next team member, but shall present a descriptive list of the range of duties that may be performed. To view the complete classification, **click [here](#)**.

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- **Submit a Letter of Interest, Resume, and Professional References and Complete and submit an online Pierce County Employment Application, Resume, and Cover Letter by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.**
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #15-00013
ADULT PROBATION OFFICER 2
MM

615 S 9th Street
Tacoma, WA 98402
(253) 798-7480
(253) 798-7480

pchumanresources@co.pierce.wa.us

Adult Probation Officer 2 Supplemental Questionnaire

* 1. Please describe your level of education.

- Less than High School or GED
- High School or GED
- Associates Degree
- Associates Degree with course study in Sociology, Psychology, Criminal Justice or a related field.
- Bachelors Degree
- Bachelors Degree with course study in Sociology, Psychology, Criminal Justice or a related field.
- Masters Degree
- Masters Degree with course study in Sociology, Psychology, Criminal Justice or a related field.

* 2. Do you have 3 or more years of experience in investigations or social casework which includes two years experience at a level equivalent to an Adult Probation Officer 1?

- Yes
- No

* 3. What percentage of your workload involved behavioral health clients?

- None
- 1% - 10%
- 11% - 25%
- 26% - 50%
- 51% - 75%
- 76% - 100%

* 4. Concisely describe your work experience with adult offenders who are diagnosed with substance use disorders.

* 5. Describe your case management style.

- * 6. Please provide a brief detailed listing of your computer experience, specifically with regard to keyboarding, data entry and/or database management.

* Required Question