

SNOHOMISH COUNTY
invites applications for the position of:

Probation Officer - District Court Probation

SALARY: \$26.84 - \$32.61 Hourly
\$4,652.41 - \$5,652.37 Monthly
\$55,828.92 - \$67,828.44 Annually

OPENING DATE: 10/19/15

CLOSING DATE: 10/30/15 11:59 PM

DESCRIPTION:

BASIC FUNCTION

To monitor, direct, and counsel offenders in accordance with court rules, in an effort to assure offender accountability with court ordered conditions, and promote community safety.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Interviews offenders, reviews records and consults with other professionals in order to develop probation agreements, formulate case management plans, monitor compliance with court orders, identify problems, and determine treatment and sentencing recommendations.
2. Conducts and scores risk assessment interviews to systematically gather information about a client and their history which indicates: the likelihood of re-offending, determines the level of supervision required, targets areas for change, and measures outcomes of interventions. Develops intervention plans to decrease risk factors and behaviors, and enhance protective factors and behaviors, based upon the criminogenic needs of the client as determined by the risk assessment.
3. Enforces probation requirements, program requirements and Court orders. Responds to non-compliant defendants by working with treatment counselors, setting court hearings, submitting reports to the Court, and providing recommendations for revocation or review.
4. Participates in court hearings; provides oral and written recommendations to the Court.
5. Completes pre and post-sentence investigation reports on orders from the Court containing summary background data gathered during in-depth interviews with offenders. Assesses problem areas to provide the Court with additional information regarding a defendant's criminal history, treatment history, probation history, family background, mental health status/diagnosis, and any mitigating or extenuating circumstances. Provides sentencing recommendations including level and duration of supervision, treatment recommendations, conditions of probation, jail time and alternative sanctions.
6. Assists probationers concerning problems that affect individual probation plans; assists in vocational, education, or employment planning; consults with higher level personnel on difficult or complex cases.
7. Provides guidance, counseling, and emotional support to assist offenders in understanding and overcoming their problems; investigates and resolves crisis situations; refers probationers to community agencies as applicable to the individual case.
8. Contacts and corresponds with other agencies related to the individual case in order to monitor activity and progress. Maintains contact with area social and health services, mental health services, and treatment agencies to stay informed of service availability.

9. Maintains detailed case records, including offender progress notes. Prepares required reports, forms and documents, utilizing probation office computer database programs.
10. Responds to telephone and written requests for information from other probation departments, treatment agencies and criminal justice agencies.
11. Subject to Court direction, administers PBT (portable breath tests) and/or collects urine samples from offenders.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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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. A course study in sociology, psychology, or criminal justice is preferred. Must pass job related tests. Spanish speaking a plus.

SPECIAL REQUIREMENTS

Applicants must successfully pass a criminal background investigation, reference and verification. Applicants must successfully complete the Adult Services Academy per RCW 43.101.220 within six (6) months of hire date.

A valid Washington State Driver License is required for employment.

Applicants may be required to have own transportation, and would be reimbursed for approved mileage.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- interviewing skills, and counseling techniques;
- pre- and post-sentence investigation techniques;
- crisis intervention skills;
- mental health, drug abuse, and alcohol treatment systems;
- best practices in the probation field;
- various cultural, ethnic, lifestyle backgrounds;
- symptoms and progression of chemical dependency;
- judicial and criminal justice system;
- Washington State Courts of limited jurisdiction;
- statutes and court rules;
- functions and resources of social and health service and treatment agencies;
- computer programs.

Ability to:

- supervise an active caseload of offenders as assigned by judges;
- effectively interview offenders, convey ideas, and obtain information;
- proficiently express ideas and recommendations in oral and written form;
- prepare sentencing recommendations based upon an evaluation of an individual's progress;
- establish and maintain rapport with offenders, guide them toward positive goals, and communicate with them in both supportive and confrontive modes;
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems;
- respond appropriately in crisis and emergency situations;
- use discretion and courtesy to establish and maintain effective work relationships with criminal

justice system officials, community organizations and associates, treatment agencies, and the general public;

- follow oral and written instructions;
- maintain detailed records and prepare clear, concise written reports utilizing probation database and other computer systems for caseload management;
- exercise competent decision making skills and judgment in a deadline focused environment;
- read, interpret and apply work-related laws, rules and other regulations;
- independently work in stress related situations, using sound judgment when making consequential work decisions in accordance with Washington State law, regulations, court policies and procedures;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- maintain confidentiality as required by State law, Federal law, and office procedures.
- use computer program applications including word processing, databases, and spreadsheets.

SUPERVISION

The employee reports to the District Court Director, or his/her designee, and accepts direction from the bench. Work performed is reviewed for quality, professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained. This work is performed with considerable independence in accordance with established policies and procedures.

WORKING CONDITIONS

Work is performed in the office environment, the jail and the courtroom. Employees may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #PO-10-2015
http://www.snohomishcountywa.gov/2553/Job-Listings						PROBATION OFFICER - DISTRICT COURT PROBATION
3000	Rockefeller	Ave	M/S	503		LB
Everett,		WA		98201		
(425)				388-3411		

Jackie.Anderson@snoco.org

Probation Officer - District Court Probation Supplemental Questionnaire

- * 1. Do you have a bachelor's degree from an accredited college?
Yes
No.
- * 2. Do you have additional education beyond a bachelor's degree?
Yes
No, I do not have an advanced degree.
- * 3. What area of study was your degree in?
- * 4. Please describe your level of experience in probation services.
No experience in probation services.
Experience in adult probation.
Experience in community corrections.
At least one year of experience in juvenile probation services outside of WA.
At least one year of experience in probation services inside of WA

* 5. Describe your level of experience and training with substance abuse clients.

No experience or training.

One year or less of experience or training.

Greater than one year of experience or training.

* 6. Do you possess or can you obtain prior to appointment, a valid Washington State Driver License, unrestricted except as to vision?

Yes

No

* 7. Describe your experience with client interviewing to elicit information for assessment.

No experience

Moderate experience (less than one year)

Significant experience (one year or greater)

* 8. Describe your knowledge and/or experience working with diverse clientele and co-workers.

No relevant knowledge or experience.

Some experience.

Extensive experience. I have worked with diverse clientele for at least two years.

* 9. Have you been convicted of a serious traffic violation within the past three years as described below? Any applicant having been convicted* of a serious traffic violation as noted below and defined in WAC 308-100.130, WAC 308-104.160 and RCW 46.25.010(18) within the past three year period from the date the application was submitted to the county will not move forward in the hiring process. • More than 3 excessive speeding, defined as fifteen miles per hour or more in excess of posted speed limit • Negligent driving in the first or second degree • Reckless driving • Violation of a state or local law relating to motor vehicle traffic control, other than a parking violation, arising in connection with an accident or collision resulting in death to any person • Driving under the influence of drugs or alcohol • Vehicular assault • Vehicular homicide • Hit and run • Attempting to elude a police officer * The definition of conviction, including entry into a deferred prosecution program under RCW chapter 10.05, can be found under RCW 46.25.010(7).

Yes No

* Required Question