



CITY OF SEATTLE

Personal Recognizance Screener

JOB # 2015-01609

SALARY: \$30.54 - \$35.62 Hourly
LOCATION: Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE: Classified Civil Service, Regular, Full-Time
SHIFT: Variable
DEPARTMENT: Municipal Court of Seattle
BARGAINING UNIT: PTE, Local 17 - Probation Counselor
CLOSING DATE 12/29/15 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the state with 13 judicial officers and over 200 staff.

This is a full-time position that will focus on the day reporting, first-shift assignment at the Seattle Municipal Court. This position will also be trained to cover over PR Screener assignments at the Court like urinalysis and defense screenings; or work day or graveyard shifts at the King County Jail conducting in-custody personal recognizance screening.

JOB RESPONSIBILITIES:

This position may be required to cover any of the following assignments based on the staffing needs of the department.

1. Defense Screening

- Provides recommendations to the Court in determining and granting personal recognizance release from jail according to established criteria.
- Interview and screen defendants accused of crimes such as misdemeanors, and certain civil matters to determine legal and financial eligibility for assignment to a Public Defender.
- Conducts pre-arraignment interviews for the Municipal Court, which includes background investigations, and collateral contacts.
- Make a determination of financial eligibility of a defendant.
- Make referrals to appropriate defender agency.
- Provide information and referral resources to clients and callers.
- Investigate and verify information provided by clients.
- Make accurate and complete entries in to Court information system.
- Complete appropriate promissory note.

2. Jail Personal Recognizance Screening

- Provides recommendations to the Court in determining and granting personal recognizance release from jail according to established criteria
- Assists defendants by providing the necessary information in order for them to meet their Court obligations.
- Maintains and updates case information on computer systems, and accesses various computer systems to provide information to the Court.
- Maintains current knowledge of available community social service resources.
- Complete appropriate promissory note.

3. Day Reporting

- Monitor defendants who have been accused of misdemeanor crimes and are released from the King County Detention Center pending their next scheduled court appearance.
- Interview and complete assessment of program participants upon their release from the King County Correctional Facility.
- Make referrals and/or recommendations to appropriate social services.
- Provide information and referral resources to clients and callers.
- Verify information provided by clients.
- Make accurate and complete entries in all applicable information systems.
- Meet with participants daily to monitor their compliance with conditions of release.
- Provide reporting to the appropriate Judge as to compliance issues.
- Liaison with treatment providers and case managers.
- Perform urinalysis and breath testing as per court order.

QUALIFICATIONS:

- Baccalaureate degree in Criminology, Sociology, or Psychology, or related discipline that provides the necessary education and skills in dealing with complex legal and human issues.
- One year work experience in probation, counseling, or defendant interviewing (may be one year of paid or voluntary interviewing and counseling work experience; 174.3 volunteer hours shall equal one month of experience).

ADDITIONAL INFORMATION:

Desired Qualifications:

- Prefer candidates with excellent communication skills with demonstrated experience interviewing, counseling, coaching, and providing professional assistance to both in-custody and out-of-custody defendants through current/previous employment.
- Demonstrated ability to deal with crisis situations, handles confidential legal matters, works under pressure, strong attention to detail, manages high volume caseload, frequently changing workload or assignments, and has limited supervision.
- Knowledge of legal procedures, terminology, dockets and demonstrated ability via current/previous employment to explain them to others in simple, clear and understandable terms.
- Demonstrated ability to maintain professionalism and provide good customer service to executive and management level professionals (e.g. Judges and Court personnel).
- Knowledge of and experience using community social service resources.

- Demonstrated ability to deal with a culturally, ethnically and socio-economically diverse population who may require assistance to deal with substance abuse, domestic violence, sexual deviance, mental health, housing, employment, parenting, disabilities, and literacy issues.
- Knowledge of and experience using Windows, Outlook, Word, Excel or other software programs, with keyboarding proficiency of at least 35 wpm.

Additional Information & Questions:

- Applicant must attached a cover letter and resume in addition to the application.
- Application must be filled out in its entirety. Please do not write "see resume".
- All supplemental questions must be answered.
- Upon hire, must have current Washington State driver's license or evidence of equivalent mobility.
- Must successfully pass criminal history verification by Seattle Municipal Court.
- Must pass security investigation conducted by King County Jail.
- Must join bargaining unit; PTE, Local 17 – Probation Counselor within 30 days of hire.

New employees must successfully complete a 12-month probationary period prior to obtaining regular status in this classification. This is a Civil Service position with automatic enrollment into the City's Retirement Program; see the Benefits tab for more information.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about these opportunities, please contact HR Interim Recruiter, Lynnette DeShaw at 206-233-7201.

<http://www.seattle.gov/jobs>
PERSONAL RECOGNIZANCE SCREENER
LD

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-01609

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Personal Recognizance Screener Supplemental Questionnaire

* 1. Did you include a cover letter and resume?

☐ Yes ☐ No

* 2. Please select the option that best describes your highest level of education.

- ☐ High School Diploma/GED
☐ Some College
☐ Associate's Degree

- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ J.D.
- ☐ Ph.D.
- ☐ None of the above

* 3. From the list below, select the major that best describes the discipline of the degree you earned.

- ☐ I have not earned a Bachelor's Degree or higher
- ☐ Criminal Justice / Criminology / Legal Studies / Public Admin
- ☐ Social Sciences or Behavioral Sciences
- ☐ Communication / English
- ☐ Other

* 4. If "other" please describe. N/A if one of the disciplines named above.

* 5. Do you have at least one year work experience in probation, counseling, or defendant interviewing (may be one year of paid or voluntary interviewing and counseling work experience; 174.3 volunteer hours shall equal one month of experience).

- ☐ Yes ☐ No

* 6. Briefly describe this experience.

* 7. Please select from the list below the job title(s) you have held for more than one year:

- ☐ Personal Recognizance Screener / Investigator
- ☐ Probation Counselor / Officer
- ☐ Corrections Officer
- ☐ Mental Health Counselor
- ☐ None of the above

* 8. Have you held a position where you worked directly with individuals that were in-custody?

- ☐ Yes ☐ No

* 9. Briefly describe this experience.

* 10. This position requires demonstrated ability to deal with crisis situations and manage high volume caseloads with limited supervision. Please describe your experience.

* 11. Please describe your knowledge of legal procedures, terminology, and dockets. If no experience enter N/A.

* 12. I can type at least 35 WPM accurately?

- ☐ Yes ☐ No

* 13. Which of the following best describes your level of proficiency using Windows, Outlook, Word, Excel or other software programs?

- ☐ None - No experience with this software application.
- ☐ Very Limited - I have completed training, but have not used it much.
- ☐ Beginner - I am able to send, forward and delete emails; add attachments; set up and use contacts; schedule appointments; view calendars; sort emails; use the task function. I am able to perform data entry, create, open, save and print documents; cut, copy, paste and delete text; format text; set paper size and orientation.
- ☐ Intermediate - In addition to beginner level skills, I am also able to create and invite others to

appointments; make recurring meetings; add delegates; reserve conference rooms; assign tasks; modify task columns; flag email. I am also able to set print area; insert headers and footers; create, use and update basic mathematical formulas (average, sum, percentage); sort and filter data.

☐ Expert - In addition to intermediate level skills, I am also able to use Journal, Notes, customize Outlook; use the find feature; use the auto pick meeting function; create and use voting button functions. In addition to intermediate level skills, I am also able to create charts; create and edit pivot tables from data sets; create if-then statements or other conditional queries; link data from multiple documents.

* 14. Are you willing to work at the Seattle Justice Center and King County Jail?

☐ Yes ☐ No

* 15. I understand that upon hire I must have a current Washington State driver's license or evidence of equivalent mobility; must successfully pass criminal history verification by Seattle Municipal Court; and must pass security investigation conducted by King County Jail?

☐ Yes ☐ No

* 16. I understand that I must just join bargaining unit; PTE, Local 17 – Probation Counselor within 30 days of hire.

☐ Yes ☐ No

* Required Question