

Job ID: IR14783  
Company Name: Clark County  
Location: Vancouver, WA  
Close: Open until filled



## CORRECTIONS COUNSELOR (PROBATION OFFICER)

CLARK COUNTY'S *District Court Corrections*, located in Vancouver, WA, is seeking a **CORRECTIONS COUNSELOR** that performs professional interviewing, counseling, investigative and administrative work in the County Criminal Justice System.

### **HOW TO APPLY:**

For complete details and to apply on-line, visit our website at <http://www.clark.wa.gov/hr/careers/>  
IRC14783

***This recruitment will be used to form an applicant pool to fill current and future regular and/or limited duration project vacancies over the next six (6) months.***

### **THE JOB**

The Corrections Counselor (Probation Officer) performs professional interviewing, counseling, investigative and administrative work in the County Criminal Justice System. Work is performed in the areas of sentencing alternatives and pre-trial intervention, and incumbents deal with inmates and offenders referred by the Courts to the various programs. Programs in which incumbents can expect to be involved include, but are not limited to, Probation, Alternative Detention, Release on Own Recognizance, Supervised Release, Specialty Court, Deferred Prosecution, Restitution, Work Crews, Jail Programs, Employment, Education and Alternative Community Services. The duties require knowledge of law and justice systems with specific interpersonal skills. Main responsibilities are in the area of pre-sentence investigation; determination of eligibility for release on personal recognizance; supervision and counseling of defendants under court order; court appearances on probation violations; casework activities relating to risk/needs assessment, resource referral and community resource development. Daily contacts are made with offenders, office staff, court and law enforcement employees and collateral agencies in order to provide, clarify or obtain facts or information directly related to the work being performed. Conducting assessments, and training and counseling offenders are substantial elements of work in this position.

This position is represented and requires membership in Local 11, AFL-CIO - Office & Professional Employees International Union.

### **QUALIFICATIONS**

Requires a Bachelor's degree in criminal justice or closely related field, plus one year of responsible experience in criminal justice interviewing, counseling or supervising offenders in either a non-incarceration or an incarceration environment. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire.

The ideal candidate will have the following strengths:

- Proficiency with personal computers and related software applications
- Possession of or ability to obtain a valid driver's license at time of hire
- Work Availability: Willing and available to work a flexible schedule; e.g., early mornings, evenings, weekends
- Ability to pass a Clark County Sheriff's Office background clearance prior to employment

**Knowledge of:** interviewing, counseling and teaching methods and techniques; criminal justice system and community resources; uses and limitations of testing instruments; applicable regulations, statutes, codes and procedures; statistical analysis and research methods and techniques; principles of supervision; developing and implementing responsive re-entry programming for offenders and understanding of offender barriers to housing, employment, family reunification and integration within the community.

**Ability to:** respond quickly in situations requiring safety and protection of self and others; assess people and situations accurately and adopt effective courses of action; interpret results of testing instruments; evaluate performance of simple and basic work tasks and make recommendations; respond to and evaluate emotional needs of offenders in a supervised environment; interview effectively and obtain needed information; and establish and maintain effective working relationships with staff, offenders, other agencies and the public.

### **SALARY**

\$24.86 - \$31.70 per hour

### **BENEFITS AND SALARY INFORMATION**

Clark County offers a comprehensive benefits package including:

- Medical/Dental/Vision Insurance
- Paid Days Off
- Deferred Compensation (457 Plan)
- Retirement Options
- Employee Assistance Program
- 10 Paid Holidays
- Flexible Spending
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

### **THE COUNTY**

Clark County is located in the southwestern part of the State of Washington, across the Columbia River from Portland, Oregon. With almost 600 programs serving nearly 436,000 residents, the county provides a wide variety of employment opportunities for about 1600 people. Clark County's structure is complex, with 18 elected officials, 13 regional councils and districts, and numerous appointed boards. Although the county seat is in downtown Vancouver, county employees provide services to all of its residents, from urban cities and towns, to the hundreds of miles of beautiful countryside. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

### **Equal Opportunity Employer**

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital 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, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

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### **HOW TO APPLY**

Apply online on our website @ <http://www.clark.wa.gov/hr/careers/> . Application materials are due by the closing date listed on the recruitment. Please read the Job Posting material thoroughly to determine application requirements.

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

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