

CITY OF SEATTLE



Person Recognizance Screener – JOB #2016-00872

SALARY:	\$31.77 - \$37.06 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	PTE, Local 17 - Probation Counselor
CLOSING DATE	09/20/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Municipal Court (SMC) is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 staff. It was established in accordance with State law and is the judicial branch of government for the City. The Court is authorized by the State of Washington and the Seattle Municipal Code to hear and decide both criminal and civil matters.

The Probation Services Division is committed to protecting the public interest and safety by reducing the incidence and impact of crime by probationers. This role is accomplished by assisting the courts in decision making through the probation report and in the enforcement of court orders; by providing services and programs that afford opportunities for offenders to change behavior; and by brokering community referrals for a broad range of therapeutic intervention programs including substance abuse, mental health, domestic violence, homelessness and unemployment.

Probation Services is currently looking to hire an outstanding candidate into the Personal Recognizance Screener (PR Screener) position. The person in this role will focus on day reporting at the Seattle Municipal Court. He/she will also cover urinalysis and defense screenings. The PR Screener may work day or graveyard shifts at the King County Jail conducting in-custody personal recognizance screening. This position reports directly to the Probation Manager and is exempt from Civil Service. The PR Screener serves at the discretion of the Presiding Judge

JOB RESPONSIBILITIES:

Responsibilities for this position include the following assignments based on staffing needs:

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.
- Provide information, make referrals and/or recommendations to appropriate social services.
- 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.
- Liaise with treatment providers and case managers.
- Perform urinalysis and breathe testing as per court order.

Defense Screening

- Provide 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.
- Conduct pre-arraignment interviews for the Municipal Court, which includes background investigations, and collateral contacts.
- 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.

Jail Personal Recognizance Screening

- Provide recommendations to the Court in determining and granting personal recognizance release from jail according to established criteria.
- Assist defendants by providing them information needed to meet their Court obligations.
- Maintain and update case information on computer systems and accesses various computer systems to conduct research and provide information to the Court.
- Maintains current knowledge of available community social service resources.
- Complete appropriate promissory note.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in Criminology, Sociology, or Psychology, or related discipline that provides the necessary education and skills in dealing with complex legal and human issues.
- 1+ 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).

Desired Qualifications

- Master's degree in Criminology, Psychology, a Social Science, or related field that provides the necessary education and skills in dealing with complex legal and human issues.
- 3+ years experience interviewing, counseling, coaching, performing assessments, writing reports and providing professional assistance to both in-custody and out-of-custody defendants.
- Excellent oral and written communication skills
- Ability to deal with crisis situations and knowledge of local resources to make referrals as appropriate
- Ability to handle confidential legal matters
- Ability to work under pressure and manage a high volume caseload employing strong attention to detail and time management skills
- Experience making decisions and using discretionary judgement with limited supervision.
- Knowledge of legal procedures, terminology and dockets with the ability to explain them to others in simple, clear and understandable terms.
- Ability to maintain professionalism and provide good customer service to executive and management level professionals (e.g. Judges and Court personnel).
- Ability to work well with a culturally, ethnically and socio-economically diverse population who may require assistance dealing with substance abuse, domestic violence, sexual deviance, mental health, housing, employment, parenting, disabilities, and literacy issues.

- Proficient in using Microsoft Word and Excel (or similar programs)
- Able to type 35 wpm.
- Ability to work non-standard hours when necessary.
- Must successfully complete the 80 hour Basic Adult Correctional Services Academy of the Washington Criminal Justice Training Commission within six months of employment as required by WAC 139-10-210.
- Valid Washington State Driver's License.

ADDITIONAL INFORMATION:

Hiring Process

To apply online: <https://www.governmentjobs.com/jobs/1528882/personal-recognizance-screener/agency/seattle/apply>

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online (or paper) application.
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current résumé indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered subsequent to selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

- A job offer is contingent upon verification of credentials and successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.
- The full hourly compensation range for this job classification is listed above
- This position may be required to work on-call, stand-by and/or weekends as the business needs dictate.
- For more information on the Seattle Municipal Court, visit www.seattle.gov/courts.
- For questions about this opportunity, please contact HR Recruiter, Crystal Yost at crystal.yost@seattle.gov

Work Environment/Physical Demands:

- Frequently exposed to individuals who are distraught, hostile or abusive.
- Shift work may be required.
- Periodically required to work in the King County Jail.

Union Information:

This position is represented by Local 17; IFPTE-Municipal Court Probation Counselors. You will be required to join Local 17 within 30 days of your start date. The Probation Counselor II position is exempt from Civil Service and serves at the discretion of the Presiding Judge

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-00872

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



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Personal Recognizance Screener Supplemental Questionnaire

* 1. Have you ever worked for the Seattle Municipal Court as a regular or temporary worker, volunteer, or student intern?

- Yes
- No

* 2. Have you interviewed for the PR Screener, Probation Counselor I, or Probation Counselor 2 positions at the Seattle Municipal Court in the last 12 months?

- Yes
- No

* 3. Please select your highest level of education completed.

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

* 4. Please select the category that best describes your highest level degree(s).

- Criminal Justice
- Criminology
- Law
- Political Science
- Psychology
- Sociology
- Social Work
- Counseling
- Other
- No college degree

* 5. Do you have at least one year of experience in probation, counseling, or defendant interviewing?

- Yes
- No

* 6. How long have you worked in a probation or corrections environment providing probation, counseling, or defendant interviewing?

- None
- Less than 12 months
- 1-2 years
- 2-3 years
- More than 3 years

* Required Question