



**City of Cheney  
Municipal Court  
Probation Clerk/Officer**

**POSITION INFORMATION:**

<b>Salary Grade:</b>	<b>Non-Union Scale (NUN) 61</b>
<b>Salary Range:</b>	<b>\$3364 – \$4359/mo (Full Time)</b>
<b>Position Work Schedule:</b>	<b>Monday – Friday (8:00 A.M. – 5:00P.M.)</b>
<b>Employment Category:</b>	<b>Full-Time</b>
<b>Union Affiliation:</b>	<b>Non Represented</b>
<b>FLSA:</b>	<b>Eligible for Overtime</b>
<b>Closing Date:</b>	<b>October 28, 2016</b>

**DEFINITION:** Probation Clerk/Officer is a full-time, non-union, non-exempt position. The regular work schedule is Monday through Friday, 8:00am to 5:00pm. Required attendance at evening meetings or events may occur.

**GENERAL PURPOSE:** Under the direction of the Court Administrator, the Probation Clerk/Officer performs a variety of routine and complex administrative tasks and interpersonal activities in support of probation services as well as serving as the Bailiff for the Cheney Municipal Court.

**SUPERVISION:** Works under the general supervision of the Court Administrator, and full supervision of the Presiding Judge.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Conduct regular face to face and/or phone meetings with probationers and arrange appropriate meeting schedule.
- Conduct intake interviews and risk assessments of defendants placed on probation.
- Assist and refer probationers to appropriate agencies and services.
- Coordinate treatment referral information and monitor community agencies for statutory compliance.
- Responsible for coordinating court ordered mental health evaluation and treatment referrals with state and county agencies; tracking defendant transfers.
- Facilitate MRT an MRT-DV group and individual sessions.
- Administer court ordered Portable Breath Test (PBT's) and on-site Urinalysis Drug/Alcohol testing program and monitor payment compliance
- Monitor offender compliance and criminal history
- Timely submits written offender non-compliance to the judge/commissioner.
- Set Show Cause Hearings and mail notices.
- Testify during Show Cause Probation Revocation Hearings and give sentencing recommendations.

- Regularly meet with defense attorneys and prosecutors to review compliance and violation recommendations.
- Manage Jail and EHM Commitments and billing.
- Backup to the deputy clerk during breaks/absences answering phones, waiting on customers, and receipting payments.
- Bailiff in court, acting as liaison between lawyers and judge/commissioner.

**Bailiff Duties:**

- Prepare and test court recording equipment and arrange courtroom prior to court.
- Distribute dockets and calendars prior to court.
- In-court announcements, prepare future court date slips, assist defendants.
- Liaison for paperwork between bench, attorneys and clerk's window.
- Assist judge/commissioner with forms and processes.
- Reports any suspected use of drugs or alcohol to the prosecutor.

**QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice or related field.
- Prior work experience using the Washington State Judicial Information System (JIS)
- Basic clerical skills including but not limited to keyboarding at 40 words per minutes, cash handling, office equipment, and Microsoft office software.
- Previous experience that demonstrates effective customer service and offender contact.
- Able to work independently and as part of a team.
- Previous experience that demonstrates effective customer service and the ability to deliver quality customer service while dealing with difficult people
- Excellent oral and written communication.
- Good command of the English language.
- Must possess a valid driver's license and have a safe driving record.
- Must be at least 18 years of age.
- MRT and DV-MRT Certification Preferred.

**JOB LOCATION:**

The job is performed adjacent to the Municipal Court Clerk's Office at 611 2<sup>nd</sup> St, Cheney, WA 99004.

**Application Procedure**

A complete application packet includes a cover letter, resume outlining education and experience, and the City of Cheney Application for Employment form.

A City of Cheney employment application form can be found at [www.cityofcheney.org/employment](http://www.cityofcheney.org/employment) or by calling the City of Cheney at (509) 498-9203 to have an application form sent to you.

Please submit your complete application packet to:  
Human Resources Department  
City of Cheney  
609 2<sup>nd</sup> Street  
Cheney, WA 99004

**Selection Process**

Applicants with the strongest backgrounds (including depth and length of experience) related to the responsibilities of the position may be invited to participate in an interview.

Due to the confidential nature and demands of the position, appointment is contingent upon passing a background check and may include a pre-employment physical examination and a pre-employment drug screening test.

If you have any questions, please contact Human Resources at (509) 498-9200.

*The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.*