



King County

Invites Applications for the Position of:

Probation Officer

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 08/20/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 09/07/18 11:59 PM (GMT -8:00)

SALARY: \$33.84 - \$43.06 Hourly \$70,387.20 - \$89,564.80 Annually

LOCATION: Issaquah District Court

JOB TYPE: Term Limited Temporary, Full Time, 40 hrs/wk

DIVISION: King County District Court

JOB NUMBER: 2018TM-TLT

SUMMARY:

LOCATION: King County District Court - Issaquah, WA

King County District Court is seeking applicants for a term-limited temporary (TLT) Probation Officer position. The Probation Officer is responsible for managing a caseload of misdemeanor offenders and monitoring compliance with probation conditions as directed by the General Administrative Order (GAO), conducting in-depth interviews with misdemeanor offenders, and assessing problem areas which may include alcohol, other drugs, and domestic violence and mental illness issues. Other responsibilities also include, but are not limited to writing pre-sentence reports, sending reports and/or appearing in court to address compliance issues, and regular interaction with Judges.

A successful candidate for the Probation Officer position will be able to work independently while taking direction from supervisors and judges, de-escalate stressful situations, respectfully exercise authority, and be assertive in challenging circumstances. A successful candidate for the role will also be able to communicate effectively with a diverse population, demonstrate excellent written and verbal communication skills, and manage a caseload with a fully electronic case management system with no paper files.

This term-limited temporary position is anticipated to last at least 6 months.

King County District Court Profile: King County District Court is the largest court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately 200,000 matters per year with 25 judges and approximately 260 employees in 9 locations. The

Court is a leader in many areas involving public safety and access to justice, including the use of problem solving courts, jail alternative programs, technology and judge-managed probation services. Twelve cities contract with King County for court services.

Additional materials required: A resume and a Letter of Interest that describes how you meet or exceed the requirements of this position.

JOB DUTIES:

- Conducts presentence investigations on orders from the court.
- Conducts in-depth interviews with offenders in order to gather accurate data regarding background and present situation(s).
- Assesses problem areas, including alcohol, other drugs, domestic violence and mental illness.
- Writes presentence reports containing summary background data gathered in presentence interviews and collateral contacts.
- Submits reports, including sentencing alternatives, to the court.
- Monitors compliance with probation conditions as directed by General Administrative Order (GAO) of the Court.
- Consults with higher level personnel on difficult or complex cases.
- Maintains an electronic log of contacts and information obtained relative to an individual case in order to monitor activity and progress.
- Writes final disposition, compliance or violation reports to court including recommendations for review or revocation of probation.
- Sends reports or appears in court to present review, revocation or final disposition recommendations at scheduled hearings.
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Ability to write and speak clearly and concisely.
- Ability to make relevant evaluations and appropriate recommendations based on information obtained during a presentence investigation.
- Ability to work effectively with people with cultural, ethnic and lifestyle backgrounds different from one's own.
- Willingness to enforce and monitor court requirements and to report all violations.
- Willingness to serve as an agent of the court, without complete client confidentiality, rather than in a traditional treatment role.
- Willingness and ability to accept assignments in various office locations throughout the county.
- Basic interviewing skills, including the ability to put a person at ease, convey ideas verbally, obtain information and direct the interview.
- Must be well organized and have the ability to work independently under pressure.
- Able to accept, as well as to use authority, and able to work cooperatively and courteously with others including coworkers, supervisors, judges, court personnel, police officers, attorneys, prosecutors and staff members from public and private agencies.

Special Requirements:

Must have a Bachelor's Degree with concentration in social/behavioral sciences, but graduate work or Master's Degree is desirable AND:

- At least one year of interviewing and social/psychological diagnostic experience, preferably in the criminal justice system
- Possession of the abilities and skills outlined above

- Valid Washington State Driver's license

Graduate course work or special education and work experience in the diagnosis and treatment of alcoholism, other substance abuse, domestic violence and mental health may be substituted for work experience on a month-for-month basis.

A new staff member must successfully complete the Correctional Services Academy training within six (6) months of employment as required by WAC 139-10-210.

SUPPLEMENTAL INFORMATION:

Selection Process:

Application materials will be screened for relevant experience, qualifications, knowledge and skills, and the most competitive candidates will be invited for further testing and possible interviews. **Additional materials required:** A resume and a Letter of Interest that describes how you meet or exceed the requirements of this position are required. Without these two attachments, your application will be considered incomplete.

Any employment offer will be contingent upon the results of a criminal background investigation and fingerprinting.

If you have questions regarding this position, please call Travis McKinnon, (206) 263-1239 or email at tjmckinnon@kingcounty.gov.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

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