



Seattle Municipal Court



[PreTrial Probation Counselor 2 – Job 2019-02164](#)

SALARY:	\$39.27 - \$45.67 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle Municipal Court
BARGAINING UNIT:	PTE, Local 17 - Probation Counselor
CLOSING DATE	01/07/20 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 Programs and Services Division is committed to protecting the public interest and safety by reducing the incidence and impact of crime by individuals under its jurisdiction. This role is accomplished by assisting the courts in decision-making through written reports and the enforcement of court orders; providing services and programs that afford opportunities for individuals to change behavior; and brokering community referrals for a broad range of therapeutic intervention programs including substance abuse, mental health, domestic violence, homelessness and unemployment.

Programs and Services is currently looking to hire an outstanding candidate into a Probation Counselor (PC2) position focusing on Pretrial Services. The person in this role assists in the daily operations of Pretrial Services and performs out-of-custody and/or in-custody services for individuals who have pending criminal matters in the Municipal Court. This position reports directly to the Programs and Services Manager, is exempt from Civil Service, and serves at the discretion of the Presiding Judge.

The ideal candidate:

- Is skilled in interviewing defendants, performing assessments and writing reports;
- Can manage a high-volume caseload with superior time management and organization skills;
- Has broad based knowledge of local community service organizations;
- Enjoys working cohesively with other employees, community organizations and government agencies;
- Is proficient in reviewing and analyzing data to improve processes and make operational recommendations;
- Can make decisions and use discretionary judgment with little or no guidance.

JOB RESPONSIBILITIES:

Examples of work or tasks include, but are not limited to:

- Managing pretrial services cases and taking overall responsibility for assigned caseloads. Case Management duties include conducting interviews, completing assessments and making referrals of defendants to appropriate agencies to increase the likelihood of their success on pretrial.
- Preparing various reports and appearing in Court as needed.
- Monitoring high needs defendants using available services to address issues such as substance abuse, homelessness, and learning disabilities.
- Maintaining regular communication with defendants, community treatment agencies, attorneys, communities harmed by low-level crime, and providers; tracking progress and compliance with established treatment plans; acting as a mediator in resolving conflicts; and recommending solutions to resolve questions and complaints relating to defendants' services.
- Serving as a coach/mentor for PR Screeners at both the jail and Pretrial Services; regularly conducting audits; providing guidance as needed.
- Providing mentorship to college interns and volunteers
- Coordinating with the Community Court Probation Counselor to ensure eligible defendants are identified, timely assessments are completed, and defendants complete all requirements of their program.
- Serving in the role of subject matter expert related to release screenings at the jail, pretrial services case management system, unit policies, and other issues as appropriate.
- Maintaining program statistics, reviewing data and presenting findings to the Court or stakeholders
- Working closely with the Probation Manager as it relates to caseload distribution, development of policy and procedures, and process improvement.
- Other duties as assigned.

Minimum Qualifications

- Bachelor'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.
- 2+ years' experience:
 - Working in probation, pretrial services, jail services, or case management of justice-involved clientele.
 - Interviewing, performing assessments and report writing.
 - Providing counseling, crisis intervention and referrals.
 - Working with a diverse clientele having issues with substance abuse, mental health, sexual deviance, and domestic violence.
- Demonstrated ability to:
 - Make decisions and use discretionary judgement.
 - Identify and react efficiently and effectively in emergencies.
 - Establish and maintain effective working relationships with professional colleagues, the Court, community agencies and the public.
 - Work 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.
 - Manage projects and time.
- Excellent oral and written communication skills.
- Strong customer service focus and work-ethic.
- Valid Washington State driver's license at time of hire.

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.
- Keyboarding proficiency with a minimum of 35 WPM.
- Proficient using Microsoft Outlook, Word, and Excel.
- Experience working with various offender-based data systems.
- Knowledge of current theories and practices in the field of community corrections.
- Knowledge of effective treatment practices and community resources for alcohol and substance abuse, mental health, sexual deviance and domestic violence cases.

Work Environment/Physical Demands:

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

ADDITIONAL INFORMATION:**Direct link to apply:**

<https://www.governmentjobs.com/careers/seattle/jobs/2664194/pretrial-probation-counselor-ii-pc2-job-2019-02164>

Hiring Process

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

1. Completed NEOGOV online application and supplemental questionnaire responses.
2. Cover letter and resume describing how your skills and experience align with the stated job responsibilities and qualifications.

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

Union Information:

This position is represented by Local 17; IFPTE-Municipal Court Probation Counselors. The Probation Counselor II position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle 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, 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.