



## Lead Corrections Counselor - District Court Probation

Law Enforcement Center

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### **Job Summary**

The Corrections Counselor Lead is responsible for professional interviewing, counseling and investigative work with offenders in the Probation and Pretrial Release Division. Incumbents have lead worker responsibilities for Corrections Counselor positions in the County criminal justice system. Leads prioritize, assign, coordinate, monitor and evaluate work; provide assistance; resolve minor work or personnel problems; and make recommendations to the appropriate program manager(s) regarding performance evaluations, training, major job reassignments, and recruitment selection. Positions of this classification are engaged in programs such as Probation, Alternative Detention, Release on Own Recognizance, Supervised Release, Deferred Prosecution, Restitution, Work Crews, Jail Programs, Employment and Alternative Community Services.

Guidelines are available in the form of codes, regulations, policies, procedures and instructions. However, incumbents may be confronted with situations in which they must use considerable judgment in interpreting or applying guidelines. Incumbents may also analyze and evaluate existing guidelines, procedures and policies, recommending appropriate changes.

General guidance and supervision is received from a Program Manager, who makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations or problems which do not have clear precedents.

Special projects are assigned by a Program Manager I on an individual basis as the need arises. The incumbent is expected to carry out the work independently, and exercise discretion and judgment in making daily decisions. Work is reviewed for timeliness, accuracy, thoroughness and compliance to court rules, regulations, guidelines and departmental policy.

This position is represented by Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

## **Qualifications**

### **Education and Experience:**

- Bachelor's degree from an accredited college or university.
- Four years of experience in criminal justice interviewing, counseling or supervision of offenders in either a non-incarceration or an incarceration environment.
- Must be appropriate for background clearance to access to criminal record history.

### **The ideal candidate will have:**

- Bachelor's Degree in Criminal Justice, Psychology, Political Science, Sociology
- Knowledge of and experience using best practices in probation.
- Excellent oral and written communication skills
- General Knowledge of court and probation practices

### **Knowledge of:**

Interviewing and counseling methods and techniques, including class/group facilitation; 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; and principles of evidence based practices in offender supervision; developing and implementing responsive re-entry programming for offenders and understanding offender barriers to housing, employment, family reunification and integration within the community; grant writing, resource acquisition, and program implementation and compliance.

### **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.

## **Examples of Duties**

Duties may include but are not limited to the following:

- The duties involved require knowledge of law and justice systems with specific interpersonal skills. In addition to lead responsibilities, other main responsibilities are in the area of pre-sentence investigation; determining eligibility for release on personal recognizance; supervision and counseling of

defendants under court order; and casework activities relating to problem assessment, resource referral and community resource development.

- Personal contact is typically high in positions of this class. Daily contacts are made with offenders, corrections staff, court and law enforcement employees and collateral agencies. Purpose of contacts is to provide, clarify or obtain facts or information directly related to the work being performed.
- Assessment, training and counseling offenders is a substantial element of work in positions of this class.
- Performs lead or supervisory level work such as; serves as a coach/mentor to Corrections Counselors and Corrections Program Associates in case management and court work; assigns and supervises volunteer interns; provides training in Correction Counselor duties for both new employees and on-going unit training needs, etc.
- Supervises and counsels a limited number of offenders placed on conditional release or probation by the courts.
- Performs a limited number of initial interview and screening for applicants to all corrections programs including general records check, collection of needed information and consultation with Corrections staff; conducts investigations; makes evaluations, recommendations and referrals; develops individual probation programs.
- Monitors, verifies and enforces compliance with conditions of non-incarceration: makes home, field and work site contacts; maintains files and attendance records; writes reports and composes correspondence; conducts caseload audits.
- Provides liaison with courts, Prosecutor's Office, Sheriff's Office, defense attorneys, other criminal justice agencies and the public.
- Monitors a limited number of UAs, administers related breath tests and interprets test results.
- Conducts a limited number of classification interviews to determine offender's level or degree of risk to re-offend.
- Facilitates offender classes/groups.
- Testifies in court as required.
- Conducts and facilitates case staffing.
- Works with Program Manager on caseload audits and assists in addressing related program or officer needs.
- Provides limited Corrections Counselor caseload coverage.
- Participates in unit administration, including recommending procedures, program planning, etc.
- Assists other staff and performs related work as assigned.

**Salary Grade: Local 11.714 (\$29.89 - \$38.16) per hour**

**Full time**

**Recruitment Number: R000976**

**Close Date: 08/31/2020**

**[Apply by clicking here.](#)**

Recruiter Katina Lackey Email: [Katina.Lackey@clark.wa.gov](mailto:Katina.Lackey@clark.wa.gov)

### **About Us**

With its great natural beauty, Clark County, Washington, always has attracted people and businesses. We welcome those who visit and settle here, providing fresh perspectives, growing diversity and vibrant energy.

Our forward-looking community is framed by the scenic Cascade Range to the east and the majestic Columbia River to the south and west. The area is a picturesque place to work, play, and live.

Named for Captain William Clark of Lewis and Clark Expedition fame, our county is one of the fastest growing regions in Washington State and the Portland, Oregon, metropolitan area. Today, more than 467,000 people call Clark County home.

Clark County government works to enhance the quality of life for all of our diverse community by providing services with integrity, openness and accountability. We are one of the county's largest employers, providing a wide range of rewarding careers for about 1,570 people.

You can get more information about job descriptions, pay schedule and employee benefits on the Clark County Human Resources website at [www.clark.wa.gov/human-resources](http://www.clark.wa.gov/human-resources).

### **Screening Process**

Candidates will be evaluated based on the content of their applications and those deemed most qualified will be invited to participate in the remainder of the selection process.

Some recruitments may require the following:

Assessment, Cover Letter, Practical Exam, Evidence of a valid driver's license, Criminal Background Check or other requirements.

Oral Interviews are conducted with a panel of interviewers. If you are selected for an interview you will be contacted by the hiring department.

Employment References may be conducted for the final candidates, including verification of education.

All Clark County employees must participate in a WASHINGTON STATE RETIREMENT SYSTEM PLAN (PERS, PSERS or LEOFF). Employee contributions begin the first day of work. Current contribution rates vary by plan but could range from 5% to 15% of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems' web site here:  
<http://www.drs.wa.gov/>