



City of Cheney
Employment Opportunity

CHENEY MUNICIPAL COURT

PROBATION CLERK/OFFICER

Position Information

Salary Grade:	Non-Union Scale (NUN) 61
Salary Range:	\$3731-\$4835 /month
Position Work Schedule:	Monday – Friday (8:00 a.m. – 5:00 p.m.)
Employment Category:	Full-time
Union Affiliation:	Nonrepresented
FLSA:	Eligible for Overtime
Application Deadline:	Open until filled, first review of applications on November 30, 2020

Definition

The Probation Clerk/Officer is a full-time, nonunion, nonexempt position. The regular work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. Infrequent 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 Received

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 group and individual MRT sessions (*if certified*).
- Administer court-ordered on-site Urinalysis Drug/Alcohol testing program; monitor payment compliance.
- Monitor offender compliance and criminal history.
- Submit written offender non-compliance to the judge/commissioner in a timely manner.
- 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.
- Serve as backup to the deputy clerk during breaks/absences, answering phones, waiting on customers, and receipting payments.
- Serve as 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.
- Manage Video and Audio Recording systems.
- Relay in-court announcements, prepare future court date slips, assist defendants.
- Serve as liaison for paperwork between bench, attorneys, and clerk's window.
- Assist judge/commissioner with forms and processes.

Qualifications

- Bachelor's Degree in any field, Criminal Justice preferred.
- Basic clerical skills including but not limited to keyboarding at 40 words per minute, cash handling, office equipment, and Microsoft Office software.
- Previous experience that demonstrates effective interpersonal skills with customers, clients, and co-workers.
- Able to work independently and as part of a team.
- Above average 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.
- Must be at least 18 years of age.
- Preference will be given to those with experience using the Washington State Judicial Information System (JIS).
- Must be MRT / DV-MRT Certified within six months of hire.

Job Location

The job is performed within the Municipal Court office located at 611 2nd Street, Cheney, Washington.

Application Procedure

A City of Cheney employment application must be completed on our website at www.cityofcheney.org/jobs. A complete application packet includes the City of Cheney employment application, cover letter, and detailed résumé outlining your education and experience. Applicants failing to submit a complete application packet may not be considered for the position. Please call (509) 498-9214 with any questions about the application process.

Selection Process

Interview 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 preemployment physical examination and a preemployment drug screening test.

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.