



CITY OF RENTON
invites applications for the position of:
Case Manager

An Equal Opportunity Employer

SALARY: \$5,673.00 - \$6,907.00 Monthly
\$68,076.00 - \$82,884.00 Annually

OPENING DATE: 01/03/22

CLOSING DATE: 01/17/22 05:00 PM

UNION AFFILIATION: AFSCME, Local 2170

DEPARTMENT: Judicial Branch - Office of Court Services and Supervision

JOB DESCRIPTION:

Renton Municipal Court is recruiting for a Court Support and Supervision **Case Manager**. The **Office of Court Support and Supervision (OCSS)** falls under the supervision of the Judges and the Judicial Administrative Officer and is primarily responsible for post disposition case management. The new **Case Manager** will work alongside a second **Case Manager** who already works for the Court. The **Case Manager** conducts assessments, makes referrals to needed community resources, provides ongoing support to clients and prepares compliance reports to the Court. These support services are provided to misdemeanants on both the mainstream court calendar and those participating in **Renton Municipal Community Court (RMCC)**. OCSS oversees and facilitates the delivery of RMCC. Additionally, OCSS will be developing and delivering an in-house **Domestic Violence Moral Recognition Therapy program. (DVMRT)**

***The Court relies on reports for OCSS and they must be accurately and concisely written, as such, those candidates who pass the first round of application screening will be asked to submit a short writing sample of no more than 3 pages demonstrating their writing skills. This request will be sent via email to selected applicants.*

SUMMARY:

Perform technical, analytical, and administrative duties in the Office of Court Services and Supervision and Renton Municipal Court by providing professional assessments and probation services for misdemeanor offenders. Work is performed independently and as part of a team. Tasks are completed with general guidelines and require some independent judgment. Contribute to the Court and City's vision, mission, and goals. in the performance of all job duties.

SUPERVISION:

Reports To: Judicial Administrative Officer

Supervises: None

ESSENTIAL FUNCTIONS:

- Conduct pre/post-sentence investigations including in person interviews and extensive research complete written pre/post-sentence reports which include sentencing recommendations to the Court.
- Determine the risk to the community using a standardized classification system for offenders referred to the Office of Court Services and Supervision.
- Evaluate offenders' social issues, amenability to different types of treatment programs, and determine appropriate referral.
- Monitor community agencies providing services required of offenders and provide input to the Judicial Administrative Officer; refer to community agencies as applicable to the individual case.

- Maintain log of contacts and information obtained relative to individual cases and clients; contact and correspond with other agencies related to the individual case to monitor activity and progress.
- Write final disposition reports; send reports or appear in Court to present final disposition recommendations to Court including recommendations for review of revocation of probation.
- Assist in the planning and implementation of the Renton Community Court.
- Identify and coordinate with social service agencies utilizing Community Court resources and referral services, build and maintain strong relationships with agencies for continued use.
- Perform Risk/Needs Assessments for Community Court participants.
- Manage intake screening services for Community Court participants and maintain contact through entire process as their court case to monitor program compliance.
- Coordinate entry of participants into various treatment facilities and/or substance abuse education programs as needed.
- Track and report on Community Court participants in coordination with treatment providers.
- Maintain accurate and complete case files on all participants. Maintain accurate data about the program and participants for formal reporting to various agencies.
- Connect Court participants with community service opportunities.
- Facilitate and organize on site group sessions and programs.
- Attend Renton Community Court sessions and provide support to the participants and Judge as needed.
- Assist with the development and attainment of Renton Community Court program goals and objectives.
- Respond to inquiries from community about services.
- Contribute to an environment of teamwork and respect.
- Foster a culture of equity and inclusion by recognizing the diverse needs and perspectives of groups and individuals.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance.
- Perform other duties as assigned.
- May be assigned to support City priorities during emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Bachelor's degree in Sociology, Psychology, Criminal Justice, or related field.
- Minimum 2 years of experience interviewing and performing social/psychological diagnoses, preferably in the criminal justice system.
- Or 6 years of relevant education and experience.
- Successful passing of a required background check and national fingerprint-based records check.

COMPETENCY REQUIREMENTS:

- Ability to interview referrals in a manner than puts them at ease, conveying ideas verbally, obtaining information and directing the interview.
- Knowledge and ability to apply laws, codes, rules, regulations, policies, and procedures.
- Understanding and working within scope of authority.
- Ability to make relevant evaluations and appropriate recommendations based on information obtained during a pre-sentence investigation.
- Serve as an agent of the court, sometimes without complete client confidentiality.
- Knowledge of criminal justice system, courtroom policies, procedures, and practices.
- Knowledge of community resources including local social service agencies and the services provided.
- Attention to detail.
- Communicate effectively with emotionally distraught, irate, and combative individuals.
- Customer service focus.
- Positive interactions with all individuals.
- Build collaborative relationships.
- Anticipate problems and develop contingency plans.
- Show initiative while performing job tasks.
- Remain flexible to changing priorities.

- Determine priorities and take prompt action.
- Commitment to racial, social, and economic equity issues and working effectively with people from diverse backgrounds and cultures.
- Meet deadlines and respond timely to achieve common goals.
- Be susceptible to the attitudes, feelings, or circumstances of others and aware of influence of one's own behavior on them.
- Work effectively with others to achieve common goals.
- Social awareness.
- Make difficult decisions in a timely manner.
- Conflict-resolution skills.

PHYSICAL DEMANDS:

- Operate a computer and other office equipment.
- Communicate with City employees and residents.
- Lift or move items weighing up to 25 pounds on occasion.
- Standing or walking for extended periods.

WORK ENVIRONMENT:

- 100% of work is performed in an office and courtroom environment.
- Night meetings may be occasionally required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

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SELECTION PROCEDURE:**Telework Program:**

The City of Renton supports workers performing in a hybrid capacity (partial telework/in-office) where job responsibilities can be performed remotely. This position may be eligible for a telework arrangement, working certain days/times remotely, based on the operational needs of the City and specific Department. Regardless of job title or telework arrangement, City of Renton employees must reside in Washington State and within a reasonable distance to their worksite to respond to workplace reporting requirements.

Selection Procedure:

The City of Renton is dedicated to building an inclusive, informed city, with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the initial screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.

Communication from the City of Renton:

We primarily communicate via e-mail during the recruitment process. E-mails from rentonwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2022 Court CM
CASE MANAGER
JD

OUR OFFICE IS LOCATED AT:
1055 South Grady Way
Renton, WA 98057
425-430-7650
bsandler@rentonwa.gov

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Case Manager Supplemental Questionnaire

- * 1. Thank you for your interest in joining the team at the City of Renton. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration.

Have you read and understood the information listed above?

☐ Yes ☐ No

- * 2. Please describe any experience you have working in or with a court of limited jurisdiction or with misdemeanor offenders.
- * 3. Do you believe that therapeutic court programs can hold offenders accountable? How?
- * 4. What is the highest level of education you have achieved? What additional credentials and certifications do you currently hold?
- * 5. In 100 words or less, please explain why you believe you are the right candidate for this position.

* Required Question