



THURSTON COUNTY
invites applications for the position of:

Adult Probation Clerk

SALARY: \$4,421.00 - \$5,880.00 Monthly

OPENING DATE: 01/14/22

CLOSING DATE: 02/13/22 11:59 PM

SUMMARY OF DUTIES:

Please note - Governor Inslee's Proclamation 21-14.2 stipulates criteria for which employees who are to be fully vaccinated against COVID-19. This position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

Thurston County District Court is seeking a highly motivated, detail-oriented individual for the position of **Adult Probation Clerk**. This position monitors a caseload of misdemeanor offenders referred by the Court to various alternative sentencing programs. The incumbent will monitor compliance of treatment obligations, report non-compliance of conditions to the court, and will provide direct support to the Adult Probation Supervisor and Probation Counselor positions. This position has latitude for exercising independent judgment and initiative within established policies and procedures. The Adult Probation Clerk position requires an individual with a strong work ethic, attention to detail, and flexibility in the daily operations of the court and probation department.

Responsibilities will include, but are not limited to:

- Providing administrative support to the Adult Probation Supervisor and Adult Probation Counselors to include calendaring, document preparation, and client assistance.
- Monitoring a high caseload of misdemeanor offenders referred by the Court to alternative sentencing programs, assuring compliance with court-ordered terms of probation including community service, detention time served, and participation in treatment programs.
- Tracking compliance of offender treatment obligations with professional treatment providers and reporting offender non-compliance with conditions of sentence to the court.
- Informs clients of court requirements and facilitates offender in meeting conditions of the Court.
- Prepares progress and/or non-compliance reports to the court.
- Prepares, reproduces, and distributes updates of calendars for the Probation Department and Pretrial Services.
- Responsible for office efficiencies by ensuring adequate supplies and general office equipment, and ensures facilities are maintained and operational. Troubleshoots equipment problems and arranges for maintenance and repairs.
- Creates, revises, and makes available court forms and special program materials. Prepares and maintains confidential written correspondence.
- Answers questions and provides information and assistance to other departments or outside agencies. Establishes and maintains strong working relationships and serves as liaison with judges, court staff, courtroom clerks, counsel, community agencies and the public.
- Compiles quarterly statistical reports on caseload status.
- Referring and assisting parties in identifying and accessing court-ordered services. Coordinates and monitors court-ordered client programs. Liaison for community assistance/support facilities for drug/alcohol abuse, domestic violence, and other associated programs.

- Must possess the necessary education and skills to deal with complex legal and human issues, as well as competence in making decisions and using discretionary judgment.

QUALIFICATIONS:

- High school diploma or GED.
- Five years of experience in the criminal justice, court process, social work, or related field. One year general office experience to include full range of support tasks, and providing information and assistance to the general public.
- Interpersonal relations using tact, patience and courtesy. Oral and written communications, correct English usage, grammar, spelling punctuation and vocabulary. Planning and organizing work.
- Thorough knowledge of local, state & federal criminal laws, confidentiality requirements, local court rules and administrative codes.
- Oversee a heavy caseload and cope with interruptions and crisis situations.
- Work at a computer throughout the workday, entering and extracting data.
- Work independently, maintain confidentiality, using good judgment in evaluating situations and making decisions.
- Working knowledge of Washington State Court Systems, DISCIS, Microsoft Word and Windows.
- Ability to complete and perform multi-task assignments.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

DESIRED SKILLS:

- Two-year college level coursework in behavioral or social sciences, corrections field, law enforcement, or public administration is desired.
- Working knowledge of Washington State Court Systems, DISCIS, Microsoft Word and Windows platforms.
- Ability to oversee a heavy caseload and cope with interruptions and crisis situations.
- Interpersonal relations using tact, patience, and courtesy. Oral and written communications, correct English usage, grammar, spelling punctuation and vocabulary. Planning and organizing work.

OTHER POSITION RELATED INFORMATION:

Questions regarding this recruitment?

Contact Person: Raul Salazar, Adult Probation Supervisor - (360) 754-4458

This position is:

- Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background check

Items required for consideration:

- Application
- Resume
- Letter of Interest

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #07R00190
ADULT PROBATION CLERK
FP

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498
