



Snohomish County

Probation Manager - Juvenile Court

SALARY	\$48.96 - \$59.53 Hourly \$8,486.04 - \$10,318.97 Monthly \$101,832.48 - \$123,827.64 Annually	LOCATION	Everett, WA
JOB TYPE	Full-Time	JOB NUMBER	2024-SSC-4054
DEPARTMENT	Superior Court	DIVISION	Superior Court Juvenile Probation
OPENING DATE	12/29/2023	CLOSING DATE	1/15/2024 11:59 PM Pacific

Description

As the Juvenile Court Programs Manager for Probation you will plan, coordinate, and direct the overall operations of Juvenile Probation services. You will work with Juvenile Probation Supervisors to ensure that youth and families are being served with programs and case management that minimizes recidivism and promotes positive youth engagement in the community. Working with community partners, judges, and other Superior Court administrators, you will coach, lead, and inspire the Probation team.

SKILLS YOU WILL NEED

To thrive in this role, you must have an understanding of the work of Juvenile Probation Counselors, and know the processes impacting court-involved youth and families. You will need excellent communication skills and effective management skills.

PREVIOUS EXPERIENCE/TRAINING THAT SUPPORTS YOUR SUCCESS

A college degree in social work, criminal justice, or a related field will contribute to your success. Experience as a juvenile probation counselor, or providing direct services to court-involved youth will help you understand the requirements of the position.

We are proud to offer an outstanding benefit package to employees and their dependents.

You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40-hour work week
- 11 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays

Selection process:

Applicants must electronically submit an application through Snohomish County's NEOGOV site. **A resume and cover**

letter are required.

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS.

If you have problems with your **application** please contact NEOGOV Applicant Support at 855-524-5627.

If you have any questions about **this position**, please contact Superior Court's Human Resources team at SSC-HumanResources2@co.snohomish.wa.

BASIC FUNCTION

To plan, coordinate, and manage programs of Juvenile Detention Services or Juvenile Probation Services of Superior Court.

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages administrative operations and program activities within Juvenile Detention Services or Juvenile Probation Services; coordinates divisional activities with the Courts, Detention, Probation, Prosecuting Attorneys Office, law enforcement agencies, and other agencies and facilities.
2. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees; participates in and makes recommendations concerning the hiring, discipline, transfer, and termination of employees; advises, assists and trains employees.
3. Reviews staff decisions in relation to department policies, procedures and objectives; provides guidance in crisis management and conflict control and resolution methods between supervisors and line staff; manages training program for new and existing divisional staff.
4. Develops recommends and implements divisional program objectives, operational policies, procedures and work standards; analyzes current practices to ensure compliance with statutory requirements, labor agreements, department standards, court standards and county codes, and grant requirements.
5. Develops and plans for on-going programs; manages and coordinates programs and projects to achieve goals within budgeted funds and available personnel; oversees and coordinates programs plans, future needs, goals and objectives.
6. Participates in the development of the department budget as necessary, and/or makes recommendations, monitors and authorizes expenditures; prepares grant applications and reports, compiles necessary data.
7. Coordinates program services with other department units, outside agencies and municipalities; participates in negotiating contracted services and preparing contracts.
8. Screens and authorizes volunteers and professionals, including student interns, who work within Juvenile Detention Services or Juvenile Probation Services; provides oversight and supervision done by volunteers.
9. Performs related duties for the Assistant Administrator for Juvenile Court Operations in his/her absence.

STATEMENT OF OTHER JOB DUTIES

1. Serves as a member of department's management team.
2. Performs other duties as assigned.

Minimum Qualifications

A Bachelor's degree in social services, human services or a related field; AND, four (4) years related work experience; AND, one (1) year experience in supervision; OR, any equivalent combination of experience and/or training that provides the knowledge and skills. Must pass job related tests.

Washington Association of Juvenile Court Administrators (WAJCA) risk assessment and case management assessment process certification preferred for working in Juvenile Probation Services.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required for employment.

Pass a criminal background investigation, reference verification, polygraph examination, psychological examination and a physical health screen.

Must pass Washington State Criminal Justice Training Commission required training within six (6) months of employment.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- WAJCA Risk Assessment Tool and Case Management Assessment Process (CMAP) for Juvenile Probation Services
- Washington State "Consolidated Juvenile Accountability Act (CJAA)" targeted interventions for Juvenile Probation Services
- juvenile behavior patterns
- the juvenile justice system probation and detention operations
- principles and practices of program administration and planning
- supervisory techniques
- grant writing and budgetary applications
- principles of counseling methods
- computer usage with various hardware and software
- literature, trends and development in the criminal justice and social services area

Ability to:

- supervise, coordinate and evaluate the work of subordinate employees
- establish and maintain effective working relationships
- respond effectively in crisis and emergency situations
- conduct public presentations to small or large groups
- communicate effectively orally and in writing
- plan, coordinate and organize the operations of the program
- apply counseling and crisis intervention techniques
- effectively keep accurate records and write reports
- use computers with various hardware and software applications
- effectively relate to juveniles from a variety of social, economic, ethnic and racial backgrounds
- read, interpret and apply laws, rules, regulations and legislation including county personnel rules and labor agreements
- build effective teams.

SUPERVISION

Employees in this class report to an Assistant Administrator. The work is performed with considerable independence in accordance with established policies and procedures, broad policy statements, and/or general goals and objectives. The employee supervises the work of subordinate level employees.

WORKING CONDITIONS

JUVENILE PROBATION SERVICES: The work is performed in the usual office environment. The incumbent may encounter highly emotional and stressful situations.

JUVENILE DETENTION SERVICES: The work is performed in the usual office environment as well as in a secure juvenile detention facility. The incumbent may encounter highly emotional and stressful situations. The incumbent may rotate on-call duties during off duty hours. The incumbent may be expected to respond to inquiries incidents or emergent situations at any time.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Agency

Snohomish County

Address

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

Phone

(425) 388-3411

Website

<http://www.snohomishcountywa.gov/2553>

Probation Manager - Juvenile Court Supplemental Questionnaire

*QUESTION 1

Following are a series of supplemental questions designed to assess your job-related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

A resume must be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" may not be considered.

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- ☐ Yes
☐ No

*QUESTION 2

Please indicate your highest level of education.

- ☐ A Bachelor's degree in social services, human services or a related field
☐ A Bachelor's degree in a non-related field
☐ AA in a related field
☐ AA in a non-related field
☐ HS Diploma or GED

*QUESTION 3

Please indicate your length of supervisory experience.

- ☐ Less than one year
☐ One to two years
☐ Two to four years

☐ Four years +

***QUESTION 4**

Please indicate your length of work experience in the juvenile justice field.

- ☐ Less than one year
- ☐ One to two years
- ☐ Three to four years
- ☐ Four years +

***QUESTION 5**

Are you familiar with the Washington Association of Juvenile Court Administrators (WAJCA) risk assessment and case management assessment process certification?

- ☐ Yes
- ☐ No

***QUESTION 6**

This position requires the ability to build trust and encourage employees who have challenging jobs working with youth and families. They expend much energy and need a leader who can understand their work and motivate them to persevere. Please provide specific examples of your efforts to lead, motivate, and support employees.

***QUESTION 7**

How do you balance the importance of DEIB work in the workplace while maintaining professionalism and civility? Please provide one specific example of when you had to balance this in the workplace.

*** Required Question**