



City of Kirkland Probation Supervisor

SALARY	\$40.30 - \$52.58 Hourly \$6,985.59 - \$9,114.61 Monthly \$83,827.08 - \$109,375.32 Annually	LOCATION	Kirkland, WA
JOB TYPE	Full-Time	JOB NUMBER	202100378
LOCATION	Municipal Court	OPENING DATE	12/28/2023
CLOSING DATE	Continuous	FLSA	Exempt
BARGAINING UNIT	MAC		

Job Summary

Why Work for Kirkland?

Ranked as one of the most livable cities in America, Kirkland is an attractive and inviting place to live, work, and visit. We have big city vision while maintaining a small-town, community feel. If you are a candidate with the desire to join an organization looking to innovate into the future, the City of Kirkland is the place for you!

If you ask our employees why they love where they work, they'll tell you about the great people, work environment, supportive management and City Council, and fearless innovation.

We also invest in you!

Competitive Wages:

We strive to maintain competitive compensation packages and work to provide wages that meet the knowledge, skills, and abilities of our employees.

Awesome Benefits:

The City offers benefits that are unmatched by most other employers. Please click on the benefits tab above to view more details.

Training and Career Development: The City of Kirkland believes in developing its employees. You will have access to training opportunities designed for career development and advancement based on your position, skills, and interests.

Job Summary.

The Probation Supervisor works under the direction of the Deputy Director of Court Services and Presiding Judge. This position supervises, plans, organizes, and manages the operation and programs of the Kirkland Municipal Court Probation Division. This position oversees personnel, management and development of the Probation Officers and staff by

supervising, counseling, motivating, training, scheduling, coordination, assigning, delegating, and evaluating work to assure for the efficient day-to-day operations of the Probation Division serving the cities of Kirkland, Clyde Hill, Medina, Hunts Point, Yarrow Point and Woodinville.

Oversees the timely and accurate administration of probation services and functions relating to the operation of the Kirkland Municipal Court. Duties and responsibilities include, but are not limited to, performing supervisory responsibilities, pre-sentence interviewing, evaluating and report writing, meeting with probationers, providing case management, writing correspondence, interacting with treatment agencies, and making court appearances. The Probation Supervisor is required to be acquainted with outside agencies and City, State, and court policies, procedures, and regulations. Responsible for applying diagnostic and counseling principles, and efficiently utilize community and other available resources in determining the best alternative for a given situation or case. This work is achieved through providing services and programs that offer opportunities for probationers to change behavior with a focus towards public safety, reducing recidivism and assuring compliance with the orders of the court.

Distinguishing Characteristics: The Probation Supervisor is responsible for supervisor duties, probation work plans, resolving conflicts, and interpreting policies on own initiative in terms of established objectives. This position works with and keeps the Deputy Director of Court Services informed of progress, potentially controversial matters, or far-reaching implications.

Work is characterized by supervisory, administrative, professional, technical, and confidential duties in providing varied probation services. Work is performed under limited supervision and in accordance with professional standards to provide highly responsible professional leadership in the management of the Probation Division. This position is responsible for leading, planning, implementing, work assignments and managing the non-judicial, daily operations of the Probation Division.

Essential Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Collaborate with the Deputy Director of Court Services and Presiding Judge to develop short-range and long-range goals, strategic plans, best practices, and projects, and oversees the implementation of plans to ensure adherence to Washington State's judicial and court standards, laws, rules, regulations, and statutes. Formulate and recommend organizational changes for improving the operation of the probation division.
- Provide leadership and highly responsible, technical, and complex knowledge of probation services while planning, implementing, and managing the daily operation.
- Supervise probation personnel including but not limited to interviewing, hiring, and training employees; planning and delegating work; addressing complaints, grievances and disputes; resolving problems; maintaining personnel files as needed; evaluating performance; recommending promotions and disciplinary actions; implementing organizational changes; approving and scheduling leave time; and recommending terminations as appropriate.
- Conduct pre- and post-sentence investigations on orders from the court; and conduct in-depth interviews with probationers both in and out of custody in order to gather accurate data regarding background and present situation(s).
- Interact with emotionally distraught, irate, and combative individuals. Recognize potential danger and take appropriate action to ensure safety and security. Maintain professional composure during stressful situations.
- Advise staff in handling complex or non-routine cases and customer complaints.
- Monitor probationers' compliance with sentencing conditions using the monthly contact per standardized risk classification system, monthly contact with treatment providers, random urinalysis testing, and by requiring

probationers to file documentation of compliance (such as Alcoholics Anonymous / Narcotics Anonymous slips, copies of medical prescriptions, or proof of community service hour).

- Write pre- and post-sentence reports containing summary background data gathered in pre- and post-sentence interviews, collateral contacts, and existing court, probation, and treatment documents; assess problem areas, including alcohol, drugs, domestic violence, mental illness, and history of noncompliance with court-ordered conditions; and submit reports, including sentencing alternatives, proposed revocation actions, or changes to current sentencing conditions, to the court.
- On order from the court, meet with probationers in custody.
- Assist probationers concerning problems that affect individual probation plans; assist in vocational education or employment planning; and consult with higher-level personnel on difficult or complex cases. Refer probationers to community agencies as applicable to the individual case.
- Compile, analyze, and maintain complete and accurate records of contact and information obtained relative to each individual case and assessment referral; and contact and correspond with other agencies related to the individual case in order to monitor activity and progress.
- Prepare and presents progress and/or non-compliance reports to the court.
- Appear and testify at courtroom review hearings, giving information about probationers' status and probation-related issues.
- Process applications for all defendants, including those with court monitored conditions, whose cases meet ICAOS requirements (Interstate Commission for Adult Offender Supervision), submit applications to the WA State Department of Corrections ICAOS office in Olympia, and notify the court when supervision has been successfully transferred out-of-state.
- Report contact order violations and other issues impacting the case management of the probationer and the safety of the victim.
- Perform PBT (Personal Breath Testing) to detect alcohol use.
- Compile and prepare summary statistical reports reflecting the probation officer activities and the activities of their defendants for departmental use.
- Attend and/or host meetings, trainings, and conferences; and participate in staff development activities to increase competence.
- Track criminal history through the National Crime Information Center (NCIC) and reviews the results.
- Comply with Tri-Annual ACCESS Audit conducted by Washington State Patrol.
- Maintain and monitor Probation's budget, financial records, and reports.

Peripheral Duties:

- Perform functions as assigned in the City's emergency response plan in the event of an emergency.
- Perform duties and responsibilities of Probation Officers as needed.

Knowledge, Skills and Abilities

Knowledge, Skills, and Abilities:

Knowledge of:

- The criminal justice system, courtroom policies, procedures, structure, and practices; legal forms, documents, and terminology.
- Community resources including local social service agencies and the services provided and mental health, drug abuse, and alcohol treatment systems and providers.
- Municipal government policies, procedures, structure; applicable local, State, and Federal laws, codes, regulations, and ordinances.
- State, County, and local agencies and offices involved in court-related activities.
- Interviewing techniques.
- Modern office practices, procedures and equipment including personal computers and related software such as Lawbase, JABS, JIS, New World, Laserfiche, OCourts, NCIC, Word and Excel.
- Exceptional usage of English grammar, spelling, punctuation, and vocabulary; effective oral and written communication skills.
- Principles and practices of governmental budgeting and accounting.
- Technical aspects of field of specialty.

Skilled in:

- Performing supervisory, leadership, and line-level probation work.
- Mentoring and training probation personnel on policy and procedures; communicating technical aspects of tasks in understandable terms.
- Resolving issues and conflicts in a professional, courteous, and non-threatening manner.
- Working effectively as part of a team.
- Interviewing probationers, which includes directing the interview, conveying ideas verbally, obtaining information, and could include de-escalating situations.
- Establishing and maintain rapport with probationers, guide them toward positive goals and communicate with them in both supportive and confrontive methods.
- Organize and maintain detailed records and prepare clear and concise written reports utilizing probation databases and other caseload management programs available.
- Apply common sense understanding to interpret and follow a variety of instructions furnished in written, oral, or scheduled form; solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Working independently under high pressure to prioritize caseloads and meet timelines and directives.
- Effectively using interpersonal skills in a tactful, patient, and courteous manner.
- Maintaining interrelated records and files.

Ability To:

- Supervise, train, provide work direction, and motivate personnel.
- Exercise independent judgment in a sensitive and confidential environment.
- Perform a wide variety of complex and responsible duties accurately and efficiently with attention to detail.
- Remain current with relevant technologies and operational advancements as it relates to the field.
- Analyze and solve work related problems and communicate effectively with staff and management to promote the exchange of ideas and information and promote efficient processes and procedures.
- Establish and maintain a cooperative and effective working relationship with others including co-workers, management, judges, court personnel, police officers, attorneys, prosecutors, treatment providers, and staff members from public and private agencies.
- Maintain all ethical and professional standards of the Court, City and State.
- Apply conflict management skills to resolve issues and effectively deal with difficult individuals.
- Communicate with and work with probationers and other people of diverse social, cultural, ethnic, and lifestyle backgrounds.
- Effectively interact with emotionally distraught, irate, and combative individuals.
- Exercise and demonstrate a nonjudgmental attitude towards probationers.
- Work confidentially and independently with discretion under limited supervision in a fast-paced and high-pressure environment with the ability to adapt to quickly changing priorities.
- Ensure state mandated time frames are followed in relation to court cases and supervision requirements.
- Serve as an agent of the court, sometimes without complete client confidentiality.
- Work independently in stress related situations, using sound judgment when making consequential work decisions in accordance with Washington State law, regulations, court policies and procedures.
- Collect relevant case evidence and information and make relevant evaluations and appropriate recommendations based on information obtained during interviews or pre-sentence investigation.
- Exercise competent decision-making skills and judgment to meet timelines and directives.
- Demonstrate initiative and work efficiently on several projects concurrently, complete work with possible interruptions.
- Enforce and monitor court requirements and report violations to the court, treatment agencies and involved case participants.
- Facilitate programs for clients including intake, tracking progress and attendance, and performing data collection as required in the areas of Moral Reconciliation Therapy-Domestic Violence, Coping with Anger MRT, standard MRT or other court programs.
- Apply technical understanding to interpret and follow a variety of instructions furnished in written, oral, or scheduled form; problem solving and deal with a variety of variables in situations where only limited standardization exists.

- Effectively communicate with and work with probationers and other people of diverse social, cultural, ethnic, and lifestyle backgrounds.
- Respond to complex inquiries or complaints from victims, witnesses, probationers, outside agencies, or the public.
- Apply modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs.
- Analyze situations accurately and adopt an effective course of action.
- Maintain a professional personal appearance at all times.

Qualifications

Minimum Qualifications:

- Education: Bachelor's degree from an accredited college or university in Criminology, Sociology, Psychology, Behavioral Science, Criminal Justice, or other closely related field as required by ARLJ 11.
- Experience: 3 or more years of progressively responsible experience as a probation officer or equivalent position within the chemical dependency or mental health field. 2 years of experience in the criminal justice system, social work, or similar field that includes caseload management, direct client services, support services or criminal law. Experience supervising or leading teams.
- Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the essential duties and responsibilities listed above.

Required Licenses and Certifications:

- Become compliant with State and FBI CJIS Division policies and regulations, including verification of a state of residency and national fingerprint-based record check, maintain ACCESS certification through required testing and pass re-background check completed by the Terminal Agency Coordinator.
- Must successfully complete the Correctional Services Academy training within six (6) months of employment as required by WAC 139-10-210.
- Must successfully complete the supervisory and/or management training which comply with the standards adopted by the Criminal Justice Training Commission pursuant to WAC 139-25-110.
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.
- Attend ongoing education or training to stay current with changes in the field of Corrections and treatment.
- Successful passing of a required background check and national fingerprint-based records check.
- Must successfully pass a voice stress analyzer.
- Adhere to the Kirkland Municipal Court Code of Conduct & Expectations for Court Employees.

Other

Hazards:

- Contact with dissatisfied or potentially abusive individuals or hazardous situations.
- Possible exposure to communicable diseases and illness working with court participants in the courtroom and court offices.

Physical Demands and Working Environment:

- Work is performed in a typical office environment with moderate noise level and numerous interruptions, Monday through Friday. Variable hours may occur. Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management.
- Situations do involve interaction with emotionally distraught, irate, intoxicated, and combative individuals, and exposure to hazardous situations.
- While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. Frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance and occasionally be required to lift in excess of 10 pounds.
- Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

DESCRIPTION

BENEFITS

This position includes a health insurance benefit package with 100% City-paid premiums for 1.0 FTE (medical/dental/vision for employee and dependents). Premium is prorated for less than 1.0 FTE positions with cost shared between City and the employee.

Participation in the Washington State DRS Public Employees Retirement System is mandatory for all eligible positions.

Other employment benefits include:

- 401b Municipal Employee Benefits Trust (MEBT) with 6% City matching contribution
- Voluntary 457 Deferred Compensation plan
- Health Reimbursement Account (HRA) VEBA dollars with City contribution (City contribution depending on employee elected medical plan)
- Voluntary Flexible Spending Account for Healthcare and Childcare
- Employee Assistance Program (EAP)
- City paid Life Insurance
- City paid Long-Term Disability (LTD) Insurance
- Free ORCA Card for public transit
- On-site work out facility
- On-site bicycle storage
- Free employee parking
- Paid vacation (starts with 13 days first year may be prorated for part-time positions)
- Annual 12 paid holidays, including one floating holiday
- Paid sick leave accruals (benefit may vary based on applicable bargaining unit)
- Paid Management Leave for select leadership positions

For further review of City Benefits please visit

<https://www.kirklandwa.gov/Government/Departments/Human-Resources/Employee-Benefits>

Selection Process

Position requires a resume and cover letter (letter of interest) for consideration of application. Please note how you meet minimum qualifications within the cover letter. Applicants who are selected for next steps in the hiring process will be invited by phone or email. Job open until filled with a first review date by 15th day of initial post.

The City of Kirkland is a welcoming community where every person can thrive and grow. We value diversity, inclusion, belonging, and work together to support our community. We do this by solving problems, focusing on the customer, and respecting all people who come into the City whether to visit, live, or work. As an Equal Opportunity Employer, we are committed to creating a workforce that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran status, disability, or any other basis prohibited by federal, state or local law. We encourage qualified applicants of all backgrounds and identities to apply to our job postings. Persons with a disability who need reasonable accommodations in the application or testing process, or those needing this announcement in an alternative format, may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Agency

City of Kirkland

Location

Municipal Court

Address

123 5th Ave

Kirkland, Washington, 98033

Phone

425-587-3160

Website<https://www.kirklandwa.gov/Government/Departments/Municipal-Court>