



City of Puyallup Probation Officer

SALARY	\$32.73 - \$42.55 Hourly \$5,673.82 - \$7,375.70 Monthly \$68,085.84 - \$88,508.40 Annually	LOCATION	Puyallup, WA
JOB TYPE	Regular Full-time	JOB NUMBER	MC-24-ADM-002
DEPARTMENT	MUNICIPAL COURT	OPENING DATE	09/17/2024
CLOSING DATE	Continuous		

Definition

The City of Puyallup is accepting applications for its Probation Officer position at the Puyallup Municipal Court.

It is impactful to join Team Puyallup and provide meaningful work in support of public service and the wellbeing of our community. We value our culture of demonstrating excellence in our work, being service focused, supporting collaboration, and having integrity in all that we do.

We encourage those that share these values to apply to our open positions and/or forward to colleagues who may be ready for their next career advancement opportunity.

The successful candidate will perform probation casework for adult criminal offenders charged with misdemeanor crimes. The department adopts and provides core services as per the Administrative Rules for Courts of Limited Jurisdiction, Rule 11.

The City of Puyallup Municipal Court is a court of limited jurisdiction, which means it only hears cases involving violations for criminal misdemeanors, gross misdemeanors (domestic violence offenses, assault, shoplifting, DUI, etc.), traffic infractions and parking violations that occur within the City of Puyallup. The Court also provides court services for the City of Milton, of which a part-time judge holds court once a week.

The City of Puyallup is a community of 43,000 and is situated at the foot of scenic Mount Rainier. The city is known as a regional commercial center, and serves its residents and neighbors with a strong, diversified economy. Our employees live in and support a community that has excellent schools, amazing parks and recreational activities, and a vibrant downtown with a variety of restaurants and retail establishments.

Essential Functions

- Meet and directs a caseload of misdemeanor probationers to ensure compliance with court orders;
- Assesses needs of defendants and makes recommendations to the Court;
- Prepares written pre-post sentence reports;
- Makes oral presentations in court;
- Counsels defendants including problem-solving and motivating participation and compliance with treatment programs;
- Oversees community agencies providing treatment services;

- Refers defendants and families in need of assistance to appropriate human service agencies;
- Compiles monthly statistical reports on caseload status;
- Coordinates Interstate Compact Offender Tracking System (ICAOS) applications and transfers when necessary;
- Performs other related duties as assigned.

Qualifications

Knowledge of:

- The criminal justice system and court procedure; Rule 11 of the Administrative Rules for Courts of Limited Jurisdiction.
- Casework duties including monitoring and counseling of criminal offenders.

Ability to:

- Effectively communicate orally and in writing;
- Cope with stressful situations and deal firmly and tactfully with clients;
- Interact with a variety of agencies, groups, and individuals;
- Demonstrate legal aptitude and proficiency in complete court preparation and provide professional court appearance;
- Establish priorities and work independently; and
- Establish and maintain positive, effective working relationships with coworkers.

Education and Experience:

Bachelor's degree in behavioral or social sciences, corrections field, law enforcement or public administration and two years experience in the criminal justice or social work field is required. A combination of experience and education which provides the applicant with demonstrated skills and the required knowledge and abilities may be considered. Certification of both Substance Use Disorder Professional (SUDP) and Moral Reconation Therapy (MRT) is desired.

SPECIAL QUALIFICATIONS

- Must complete the Adult Probation Services Academy through the Criminal Justice Training Academy within six months of employment.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Continuing education credits for domestic violence and/or alcohol/drug studies desirable.

Physical Characteristics and Work Environment

Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas; standing may be extended at times. Occasional lifting/carrying up to 30-pound file boxes, documents, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasional climbing on step stools, ladders and stairs. Work is performed indoors in office and courtroom settings with low noise levels. Exposure to physical hazard may occur occasionally when interviewing hostile clients with potential for violence in the office or jail.

SELECTION PROCESS

Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for interviews and/or testing. The appointing authority may conduct second interviews.

Notification – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

Not Selected – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

GENERAL INFORMATION

Essential Functions – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Hours of Work – Monday- Friday, 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch period.

Union Affiliation – This is an American Federation of State, County and Municipal Employees (AFSCME) bargaining unit position.

Equal Employment Opportunity – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

Background - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.

Disability – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Identification – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment.

Drug-Free Workplace –The City of Puyallup is a drug-free, tobacco-free workplace.

Note – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Agency

City of Puyallup

Address

333 S Meridian

Puyallup, Washington, 98371

Website

<http://www.cityofpuyallup.org>

Probation Officer Supplemental Questionnaire

*QUESTION 1

Please describe your experience and training as it relates to this position and qualifications.

*QUESTION 2

Give a brief overview of your knowledge and understanding of the functions of misdemeanor probation.

*QUESTION 3

Please describe how you would support a defendant on probation with successfully complying with the conditions of their sentence.

* Required Question