



CITY OF KENT
invites applications for the position of:
Probation Officer

SALARY: \$7,250.00 - \$8,818.00 Monthly, depending on experience
\$87,000.00 - \$105,816.00 Annually, depending on experience

OPENING DATE: 12/27/24

CLOSING DATE: 01/17/25 11:59 PM

GENERAL PURPOSE:

Kent Municipal Court is looking for a skilled and hardworking professional to join their Probation division as a Probation Officer. The successful candidate will have experience with the criminal justice system, specifically in the areas of courtroom policies, procedures, and practices. Additionally, the incumbent must be skilled at interviewing offenders, to include putting person(s) at ease, conveying ideas verbally, obtaining information, and directing the interview.

Working independently under high pressure to prioritize caseloads and meet timelines and directives is essential as well as effectively using interpersonal skills in a tactful, patient, and courteous manner. Proficiency in handling frequent interruptions with a pleasant and customer-focused demeanor while paying careful attention to details and maintaining confidentiality is also required.

****A cover letter and resume are required with your online application in order for your application to be considered complete. Uploading your resume to auto-fill portions of the application does not automatically attach it to your application. Incomplete applications will not be considered for this position. Please note that you cannot attach documents to your application after it has been submitted. If you have any questions or concerns regarding your online application, please call our office at (253) 856-5270 and we will do our best to assist you.****

This recruitment may utilize multiple steps to narrow down the applicant pool. Dates for these processes have not been established, but applicants will be kept informed as these details are determined.

There is one (1) full-time position that will be filled by this recruitment process. This is a benefited position that is not represented by a union.

For a listing of benefits, please use the following link: [Employee Benefits | City of Kent \(kentwa.gov\)](https://www.kentwa.gov/employee-benefits)

Under the direction of the Probation Supervisor, provide professional assessments and probation services for misdemeanor offenders from the Kent Municipal Court and to any Court under contract with Kent Municipal Court.

Work is characterized by professional, technical, and confidential work in providing varied probation case management services. Duties and responsibilities include, but are not limited to, pre-sentence interviewing, evaluation, and report writing; meeting with probationers regarding progress; providing counseling; writing correspondence; interacting with treatment agencies; and making court appearances. The incumbent of this classification is required to be acquainted with agency, City, State, and Court policies, procedures, and regulations; apply basic diagnostic and counseling principles; efficiently utilize community resources and available resources in determining the best alternative for a given situation or case.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct pre- and post-sentence investigations on orders from the court; and conduct in-depth interviews with offenders both in and out of custody in order to gather accurate data regarding background and present situation(s).

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.

Monitor probationers' compliance with sentencing conditions using monthly contact per standardized risk classification system, monthly contact with treatment providers, outside monitoring agencies (ignition interlock, transdermal alcohol monitoring, electronic home detention, etc.), random breath and/or 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 hours). May include contact with involved outside agencies (such as the Department of Corrections or the WA State Department of Children, Youth & Families).

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.

Facilitate the screening and referral process for probationers in custody to be released directly to chemical dependency inpatient treatment.

Determine offender eligibility for relocation under the Interstate Compact for Adult Offender Supervision (ICAOS), compile information required for the application process, and ensure offender compliance in the process. Notify the court when supervision has been successfully transferred out of state.

Maintain computer log of contacts and information obtained relative to an individual case.

Refer probationers to community agencies as applicable to the individual case. May also refer to the Kent Municipal Community Court for assistance with community resources.

Track custody status of probationers to ensure timely contact upon release.

Schedule interpreters for non-English speaking appointments.

Represent Probation at probation review hearings, giving information about probationers' status; and/or appear in court per subpoena in order to testify regarding probation-related issues.

Assess and recommend corrective actions for probationers in non-compliance.

Submit appropriate probation reports to the court (termination reports, notes to judges, violation reports, etc.).

Collect urinalysis samples from probationers, defendants sent over from Court, and defendants participating in pretrial or post-conviction daily call-in urinalysis testing and submit to the lab for testing. Read and analyze test results once received. At the instruction of the court, determine appropriate action on positive instant-read urinalysis tests.

Schedule and maintain the daily call-in urinalysis testing program.

Monitor probationers involved in Kent Municipal DUI Court, to include more frequent probation appointments, urinalysis testing, review hearings, and specialized coordination with all members of the DUI Court team. Apply DUI Court principles and best practices.

Facilitate Kent Municipal Court's Domestic Violence Moral Reconciliation Therapy (DV-MRT) classes or substitute as needed. Maintain waiting list and attendance records and submit monthly progress reports to the Court.

Attend meetings, conferences, and trainings; and participate in staff development activities to increase competence.

Be familiar with the job duties and responsibilities of the Probation Clerk and have the ability to perform the assigned duties when needed.

Actively support the vision, mission, values, and goals of the department and the City.

PERIPHERAL DUTIES:

Participate in and/or assist with special projects as requested by the Court Administrator or Probation Supervisor.

Perform related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Criminal justice system
- Courtroom policies, procedures, and practices
- Legal forms, documents, and terminology
- Community resources including local social service agencies and the services provided
- Substance use disorders, mental health disorders, and related treatment(s)
- Nationally recognized DUI Court principles and best practices
- Municipal government policies, procedures, structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- State, county, and local agencies and offices involved in court related activities
- Interviewing techniques
- Effective interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment including personal computers related software such as word processing programs
- Correct usage of English grammar, spelling, punctuation, and vocabulary as it pertains to the job
- Effective oral and written communication
- Recordkeeping techniques
- Technical aspects of field of specialty

SKILLED IN:

- Interviewing offenders, which includes putting person(s) at ease, conveying ideas verbally, obtaining information, and directing the interview
- Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the Court
- 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
- Resolving issues and conflicts in a professional, courteous, and non-threatening manner

ABILITY TO:

- Exercise independent judgment in a sensitive environment
- Collect relevant case evidence and information
- Make relevant evaluations and appropriate recommendations based on information obtained during a pre-sentence investigation
- Effectively speak and present information and respond to questions in a courtroom environment, small groups of managers and coworkers, and with peers
- Effectively communicate with and work with a culturally, ethnically, and socio-economically diverse population who may require assistance dealing with substance use disorders, domestic violence, sexual deviance, mental health, housing, employment, parenting, disabilities, and literacy issues.
- Interact with emotionally distraught, irate, and combative individuals, recognize potential danger and take appropriate action to ensure safety and security

- Enforce and monitor court requirements and report all violations
- Serve as an agent of the court, sometimes without complete client confidentiality
- Exercise and demonstrate a nonjudgmental attitude towards offenders
- Within the parameters set forth by the court, exercise a reasonable amount of discretion regarding noncompliance
- Accept authority as well as use authority
- Establish and maintain effective and cooperative working relationships with others including co-workers, supervisors, judges, court personnel, police officers, attorneys, prosecutors, treatment providers, and staff members from public and private agencies
- Apply modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Work confidentially with discretion
- Work effectively as a member of a team
- Understand and follow oral and written directions
- Read, understand, and explain documents such as policy manuals and legal and technical court procedures
- Effectively write reports, correspondence, and procedures
- Respond to common inquiries or complaints from victims, witnesses, offenders, outside agencies, or the public
- Add, subtract, multiply, and divide
- Apply common sense understanding to solve practical problems
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action

SKILLS FOR THE POSITION MAY BE GAINED THROUGH EDUCATION, CERTIFICATION, RELEVANT JOB EXPERIENCE or a COMBINATION, SUCH AS:

Education: Bachelor's degree in sociology, psychology, behavioral science, law enforcement, or other closely related field; and

Experience: Two (2) years of interviewing and social/psychological diagnostic experience, preferably in the criminal justice system.

* Graduate work or special education and work experience in the diagnosis and treatment of alcoholism, other substance abuse, domestic violence and mental health may be substituted for the work experience on a month-for-month basis.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully complete the Correctional Services Academy training within six (6) months of employment as required by WAC 139-10-210
- Domestic Violence Moral Reconciliation Therapy (DV-MRT) facilitator certification preferred, or the ability to complete training and obtain certification within twelve (12) months of employment.
- Completion of position relevant background check

MACHINES, TOOLS, AND EQUIPMENT USED:

Conduct pre- and post-sentence investigations on orders from the court; and conduct in-depth interviews with offenders both in and out of custody in order to gather accurate data regarding background and present situation(s).

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.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel; type on a keyboard for extended periods of time; talk; and hear. The incumbent is occasionally required to stand, walk, and reach with hands and arms. The incumbent must occasionally lift and/or move up to 50 pounds with or without assistance.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor courtroom and office environment and may occasionally require visits to the Kent City Jail. While performing the duties of this job, the incumbent may be exposed to individuals who are irate, disgruntled and/or hostile. The noise level in the work environment is usually moderate.

The City of Kent is an Equal Opportunity Employer.

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

Position #1627
PROBATION OFFICER
PC

1220 CENTRAL AVE S
Kent, WA 98032
253-856-5270

pchhaysymeexo@kentwa.gov

Parking Enforcement Assistant Supplemental Questionnaire

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must complete the following supplemental questionnaire for this position. The information I provide will be reviewed and used to determine whether or not I am among the best qualified applicants selected to move forward in the selection process.

Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If the supplemental question is not applicable, please indicate N/A.

I have read and understand the above instructions regarding supplemental questions.

☐ Yes ☐ No

- * 2. Do you have a bachelor's (or higher) degree in sociology, psychology, behavioral science, law enforcement, or other closely related field?

☐ Yes, I have that education
☐ I have a bachelor's degree, or higher, but in a different area of study
☐ Yes, I have some education in these areas, but have not obtained a degree
☐ No, I do not have education beyond high school in any of the notes area

- * 3. If you noted in the question above that you have a degree in a different area of study, please indicate what area of study you obtained your degree in.

- * 4. Do you have at least two (2) years of interviewing and social/psychological diagnostic experience, preferably in the criminal justice system?

☐ Yes, I have that experience
☐ I have some experience, but not two years
☐ No, I do not have that experience

- * 5. Describe your experience managing a caseload of individuals. Please include: type of supervision; size and nature of caseload; frequency of contact; and a list of all duties associated with managing the caseload.

- * 6. Please describe any experience you have had working in a therapeutic court setting.

- * 7. Throughout the course of one's career, individuals often have the opportunity to work with special populations or on special projects, and tend to develop areas of expertise. Specifically, what is your area(s) of expertise and why do you believe it will be an asset to our Probation Department?

- * 8. This position requires the successful completion of a fingerprint and background check. Are you able to comply with this requirement?

☐ Yes, I am able to comply with this requirement
☐ No, I'm not able to complete this requirement

* Required Question