



# Seattle Municipal Court



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## [Probation Counselor 1 – Job #2020-00290](#)

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<b>SALARY:</b>	\$38.17 - \$44.57 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Municipal Court
<b>BARGAINING UNIT:</b>	PTE, Local 17 - Probation Counselor
<b>CLOSING DATE</b>	03/10/20 04:00 PM Pacific Time

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### **POSITION DESCRIPTION:**

The [Seattle Municipal Court \(SMC\)](#) is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 staff. It was established in accordance with State law and is the judicial branch of government for the City. The Court is authorized by the State of Washington and the Seattle Municipal Code to hear and decide both criminal and civil matters. For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts).

The Programs and Services Division is committed to protecting the public interest and safety by reducing the incidence and impact of crime by probationers. This role is accomplished by assisting the courts in decision making through the probation report and in the enforcement of court orders; by providing services and programs that afford opportunities for offenders to change behavior; and by brokering community referrals for a broad range of therapeutic intervention programs including substance abuse, mental health, domestic violence, homelessness and unemployment.

The Programs and Services Division is accepting applications from qualified candidates for one, full-time Probation Counselor I position that reports to the Programs and Services Manager. This position performs out-of-custody and/or in-custody probationary services for individuals who have been sentenced by the Municipal Court. This position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

The ideal candidate:

- Is an active listener skilled in interviewing, performing assessments and writing reports
- Can manage a high-volume caseload utilizing superior time management and organization skills
- Has broad based knowledge of local community service organizations
- Can make decisions and use discretionary judgment with little or no guidance
- Enjoys working as part of a team in a fast-paced environment

Applicants from this recruitment process may be considered for other Probation Counselor I openings at the Court that become available within the next six months.

## **JOB RESPONSIBILITIES:**

- Maintain caseload of probationers with offense types such as DUI, Negligent Driving, Assault, and Domestic Violence.
- Assess, motivate, counsel, and monitor probationers with a wide variety of problems including but not limited to substance abuse and addiction, mental health issues, sexual deviance, and domestic violence issues to ensure compliance with Court-ordered conditions.
- Work actively towards the integration of the probationer into the community using community resources.
- Conduct pre-and post-sentence investigation interviews and evaluations of defendants charged with misdemeanor offenses.
- Required to collect urine samples for urinalysis in laboratory specimen cup.
- Determine appropriate counseling or treatment plan based on risk and needs assessment, refer probationer to appropriate agency, and provide crisis intervention and referral, if needed. Establish timeframes for completing specific conditions, determine probationer's ability to comply with conditions and adapt specific monitoring provisions.
- Manage caseload using an automated case management system that records, tracks, documents, and audits activity.
- Monitor and assess probationer's compliance with Court-ordered conditions which includes regular contact with defendant, attorneys, Seattle Police Department, employers, treatment providers, Court, and community agencies. Supervision may include home visits and other community-based work.
- Prepare and maintain a variety of reports and files including pre-sentence, review, status, or dismissal reports, written assessments and recommendations concerning alternative forms of sentencing, treatment, custody release, and supervision, which are consistent with applicable laws, policies and procedures.
- Appear in court when required to testify and present findings.
- Make community/site visits to collateral agencies and treatment providers as needed.

## **Minimum Qualifications**

- Bachelor's degree in Criminology, Psychology, a Social Science, or related field that provides the necessary education and skills in dealing with complex legal and human issues.
- 1+ years' of recent experience in probation or related social service field counseling, interviewing, performing assessments and writing reports to be used in client outcomes.
- 1+ years of recent high-volume case management experience with demonstrated time management and organization skills.
- Demonstrated ability to:
  - Evaluate and act on offender crisis and provide referrals.
  - Assess offender needs, motivate offenders, and make recommendations to the court.
  - Make decisions and use discretionary judgment with little or no guidance.
- Basic keyboarding skills with the ability to take 35 WPM.
- Valid Washington State driver's license at time of hire.

## **Desired Qualifications**

- 2+ years' experience in Misdemeanant or Juvenile supervision, Child Welfare social work, or non-probation case management position where interaction with criminal justice involved clients was the primary focus of the position. Preference also given to those employed in a desired qualified position within the previous five years.
- Experience working with substance abuse, mental health, sexual deviance, and domestic violence issues.
- Experience in working with and involvement in community organizations, group facilitation, and collaboration with citizen groups and other governmental agencies.
- Experience working with various offender-based data systems.
- Knowledge of:
  - Current theories and practices in the field of community corrections.
  - Local Community and Social Service Organizations/resources;
- Demonstrated ability to:
  - Communicate effectively both verbally and in writing.
  - Maintain professionalism while working under pressure
  - Handle high volume caseload
  - Organize large volumes of information and frequently changing workload or assignments.
  - Communicate and work effectively with a culturally diverse staff and clientele.

- Identify and react efficiently and effectively in emergencies.
- Tactfully defuse escalated situations so individual is open to instruction.
- Work non-standard hours when necessary.
- Effectively manage and organize a high-volume workload/assignment.
- Use technology as a communication tool; in particular MS Word, Excel and Outlook.
- Must successfully complete the 80-hour Basic Adult Correctional Services Academy of the Washington Criminal Justice Training Commission within six months of employment as required by WAC 139-10-210.

## **Hiring Process**

Direct link to apply:

<https://www.governmentjobs.com/careers/seattle/jobs/2720954/programs-and-services-counselor-1>

Qualified candidates must submit the following to be considered.

1. [Completed NEOGOV online application and supplemental questionnaire.](#)
2. Cover letter and resume describing how your skills and experience align with the stated job responsibilities and qualifications.

**Your application will not be reviewed if these items are missing or incomplete.** By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

- A job offer is contingent upon verification of credentials and successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.
- The full hourly compensation range for this job classification is listed above
- Applicants from this recruitment process may be considered for other Probation Counselor I openings at the Court that become available within the next six months.

## **Work Environment/Physical Demands:**

- Frequently exposed to individuals who are distraught, hostile or abusive.
- This position may be required to work on-call, stand-by and/or weekends as the business needs dictate.
- Periodically required to work in the King County Jail.

## **Union Information:**

This position is represented by Local 17; IFPTE-Municipal Court Probation Counselors. The Probation Counselor I position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

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**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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