



CITY OF SEATTLE

Community Service Work Crew Leader

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| SALARY: | \$26.29 - \$30.55 Hourly |
| LOCATION: | Seattle Justice Center, 600 5th Ave., Seattle, Washington |
| JOB TYPE: | Classified Civil Service, Regular, Full-Time |
| SHIFT: | Day |
| DEPARTMENT: | Municipal Court of Seattle |
| BARGAINING UNIT: | PTE, Local 17 - Professionals |
| CLOSING DATE | 04/08/14 04:00 PM Pacific Time |

POSITION DESCRIPTION:

The City of Seattle's Municipal Court is one of the highest volume Courts of Limited Jurisdiction in the state with seven elected Judges, six appointed Magistrates, and over 200 staff. The Probation Division has several specialty courts, including Community Court. Community Court provides a way for the City to hold low-level offenders accountable and allow offenders to give back to communities.

The Community Court & Pre-Trial Diversion Program takes a therapeutic approach to handling repeat low level offenders by offering defendants an alternative sentencing option that connects them to services as well as provides restorative justice in the way of community service. The success and expansion of this program has prompted the Court to create this new position, Community Service Work Crew Leader. In this position, you can make a positive impact on the lives of defendants and serve the community. The ideal candidate believes in offender rehabilitation and restorative justice.

JOB RESPONSIBILITIES:

Examples of work or tasks include, but are not limited to:

- To provide on-site supervision to defendants who have been ordered to complete community service hours as a condition of their sentence.
- Work side-by-side with the defendant and model appropriate behaviors and a structured work environment.
- Inquire and listen to defendants and connect them to resources available at both the court and in the community that may positively affect their life and/or address chronic issues including; homelessness, chemical dependency and mental health issues.
- Respond immediately to resolve problems, and other unacceptable behavior exhibited by work crew defendants.
- May be called upon to testify in court to any instances that occurred during the course of a defendant's participation in community service.
- Prepare and maintain daily records and reports related to work crew members' participation, equipment condition, crew work activities, and project status.
- Drive a City-issued van providing one-way transportation of the work crew to the work site(s)

as well as pick-up and delivery of box lunches for the crew.

QUALIFICATIONS:

- Equivalent to two years of post secondary education in Criminal Justice, Social, Behavioral Sciences or related field.
- Two years of social services experience involving contact and support to offenders.
- Must possess or have the ability to acquire a Washington State driver's license by the time of hire and have evidence of a safe driving record.
- Ability to load and unload materials and supplies that weigh up to 50 pounds.
- Required to work in adverse weather conditions.

ADDITIONAL INFORMATION:

DESIRED QUALIFICATIONS:

The ideal candidate will:

- Have experience in professional painting, landscaping, grounds maintenance, construction or other physically demanding outdoor work.
- Have volunteer or paid work with non-profit agencies.
- Work effectively across cultures, value diversity, and is committed to respecting the culturally competent work environment at the Court.
- Uphold the Court's mission: "The Seattle Municipal Court provides a forum to resolve alleged violations of the law in a respectful, independent and impartial manner"
- Demonstrate the Court's values: fairness, justice, integrity, impartial, customer service, respect, sensitivity, public, timely, accountability, diversity, uphold rights, compassion, dignity, efficient, public safety, accurate, exemplary conduct, and information.

ADDITIONAL INFORMATION:

- The Civil Service status determination for this position is still pending.
- Job offers are contingent on the verification of credentials and other information required by the application process.
- Learn more about the Municipal Court of Seattle at www.seattle.gov/courts. Please contact Kristy Hulverson, Personnel Specialist, at 206-233-7201 with additional questions.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2014-00334

<http://www.seattle.gov/jobs>
COMMUNITY SERVICE WORK CREW LEADER
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Community Service Work Crew Leader Supplemental Questionnaire

- * 1. Are you a current City employee?
- Yes, I'm a City employee
 - Yes, I'm a City temporary worker
 - No
- * 2. Please select the option that best describes your highest level of education
- High School Diploma/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - J.D.
 - Ph.D.
 - None of the above
- * 3. Please select the category that best describes your area of study.
- Criminal Justice
 - Criminology
 - Law
 - Political Science
 - Psychology
 - Sociology
 - Social Work
 - Other
 - No college coursework
4. If you selected "Other" for question #2, please indicate your area of study:
- * 5. Do you have two years of social services experience involving contact and support to offenders?
- Yes
 - No
- * 6. If selected, by the time of hire, would you have a Washington State driver's license with evidence of a safe driving record?
- Yes
 - No
- * 7. Are you able and willing to load and unload materials/supplies that weigh up to 50 pounds?
- Yes
 - No
- * 8. Are you able and willing to work in adverse weather conditions?
- Yes
 - No
- * 9. How many years of experience (paid or unpaid) do you have doing professional painting, landscaping, grounds maintenance, construction or other physically demanding outdoor work?
- No experience in these areas
 - Less than six months
 - At least six months but less than 12 months
 - At least one year but less than 2 years
 - At least two years but less than 5 years

Five or more years

* 10. Why are you interested in the Community Service Work Crew Leader position?

* Required Question