



CITY OF SEATTLE

Probation Counselor II

SALARY:	\$34.46 - \$40.07 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	PTE, Local 17 - Probation Counselor
CLOSING DATE	12/02/14 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle, processes more cases than any other municipal court in the State of Washington. The Probation Services Division is accepting applications from qualified candidates for one, full-time Probation Counselor II position that reports to the Probation Manager/Supervisor. This position performs out-of-custody and/or in-custody probationary services for individuals who have been sentenced by the Municipal Court. Position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

JOB RESPONSIBILITIES:

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

- Manage probation cases and has overall responsibility for probation caseloads assigned. Provides assessment, pretrial, in-custody, and supervision services to offenders (or at least some reference to in-custody work)
- Case Management duties include: Conducting Interviews, assessments, and referrals of defendants to treatment and assists in their success on probation. Manages cases to include record keeping and tracking, documenting, and auditing with computers, appearing in court and crisis intervention and referral.
- Maintaining program statistics, prepares and submits various reports to the Court, and appears in Court as needed.
- Maintain communication with defendant, community treatment agencies, attorneys, community harmed by low-level crime, and providers; track progress and compliance with established treatment plan; act as a mediator in resolving conflict; and recommend solutions to resolve questions and complaints relating to the defendant's services.
- Lead work duties may include liaison between departments and units, handling difficult and unusual cases, resource person to counselors, and training. Serves as a coach for probation counselors through audits; mentors and provides guidance for probation counselors.
- Serve in the role of subject matter expert related to; the probation case management system, unit policies, Interstate Compact, and other issues as appropriate.
- Work closely with the Unit Manager related to caseload distribution.
- Serve as a trainer and mentor to new probation officers.
- Other duties as assigned.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A minimum of a bachelor of arts or bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment, two (2) years work experience in case management, probation, or in other closely aligned criminal justice experience; at least one of the two years of experience must be in probation or corrections setting, and a valid Washington State driver's license at time of hire.

TO BE CONSIDERED: Qualified candidates must submit all of the following:

1. Employment application with all fields completed--please avoid using "see attached resume."
2. Cover letter indicating how you meet or exceed the job qualifications and how this opportunity fits into your job goals.
3. Current resume indicating relevant education and experience.
4. Responses to supplemental questions.

The cover letter and resume may be cut and pasted in the resume field of the application, or uploaded as attachments to the application.

By completing the application and supplemental questions, you are attesting that the information you have provided is true and accurate. Any information provided may be reviewed in the hiring process. Any misstatements or false information will eliminate you from consideration.

ADDITIONAL INFORMATION:

DESIRED QUALIFICATIONS:

- Prefer a course of study in sociology, psychology, or criminal justice.
- Prefer experience with case management, performing assessments, and report writing in a probation unit within a judicial environment.
- Prefer keyboarding proficiency with a minimum of 35 WPM.
- Proficient using Microsoft Outlook, Word, and Excel.
- Prefer experience working with various offender-based data systems.
- Knowledge of current theories and practices in the field of community corrections.
- Excellent communication skills with demonstrated experience interviewing, counseling, coaching, and working with diverse clientele—including defendants who may be abusive, have mental health, substance abuse, or other issues.
- Experience in providing crisis intervention and referral.
- Ability to establish and maintain effective working relationships with professional colleagues, the Court, community agencies and the public.
- Knowledge of current theories and practices in the field of corrections.
- Knowledge of effective treatment practices and community resources for alcohol and substance abuse, mental health, sexual deviance and domestic violence cases.
- Knowledge and demonstrated project management, time management skills and techniques, and strong customer service ethic.
- Ability to deal with a culturally, ethnically and socio-economically diverse population who may require assistance to deal with substance abuse, domestic violence, sexual deviance, mental health, housing, employment, parenting, disabilities, and literacy issues.
- Ability to collect urine samples for urinalysis in laboratory specimen cup.

ADDITIONAL INFORMATION & QUESTIONS:

After the closing date, all applications will be reviewed and then in the coming weeks you will receive e-mail notification about your application status.

Appointment is subject to passing a background check. This position is covered by PTE Local 17 collective bargaining agreement. As a condition of employment, an employee in this position will be required to pay an amount equivalent to the union dues within 30 days of hire. After hire, must successfully complete 80 hours Criminal Justice Training Commission's Basic Adult Services Correctional Services Academy within six months of employment as required by WAC 139-10-210.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about this position, please contact Sr. Personnel Specialist, Kristy Hulverson at 206-233-7201.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2014-01230

<http://www.seattle.gov/jobs>
PROBATION COUNSELOR II
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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.

Probation Counselor II Supplemental Questionnaire

- * 1. Have you ever worked for the Seattle Municipal Court Probation Services division either as a regular or temporary worker, volunteer, or student intern?
- Yes
 No
- * 2. Have you interviewed for the PR Screener, Probation Counselor I, or Probation Counselor 2 positions at the Seattle Municipal Court in the last 12 months?
- Yes
 No
- * 3. Please select your highest level of education completed.
- High School Diploma/GED
 Some College
 Associates Degree
 Bachelors Degree
 Masters Degree
 Doctorate Degree
 None of the above
- * 4. Please select the category that best describes your higher level degree(s).
- Criminal Justice
 Criminology
 Law
 Political Science
 Psychology
 Sociology
 Social Work
 Other
 No college degree
- * 5. Do you have at least two years of experience in case management, probation, or in another closely aligned criminal justice experience?
- Yes
 No
- * 6. How long have you worked in a probation or corrections environment providing counseling and managing a caseload of offenders?
- No experience
 Between 1 day and 11 months
 Between 1 and 2 years
 More than 2 years
- * 7. Select your average annual caseload volume of clients.
- Zero, have not independently overseen or been assigned a caseload
 1-50 cases
 51-100 cases
 101-200 cases
 201-300 cases
 301 or more cases
- * 8. Indicate the type of agency where you gained your counseling experience (select all that apply).
- Detention Center/Jail
 District Court
 Municipal Court

- Not-for-profit Community Agency
- Recovery Program/Half-way House
- State Corrections
- US Probation
- Non-offender counseling experience

* 9. From the following list of offender issues, select all that apply to your counseling experience:

- chemical addictions
- domestic violence issues
- mental illness
- sexual deviancy issues
- homelessness
- hostile behavior
- none of the above

* 10. Have you had experience providing in court testimony?

- Yes
- No

* 11. How long have you served in a lead worker or supervisory capacity?

- No experience
- Between 1 day and 11 months
- Between 1 and 2 years
- More than 2 years

* Required Question