



**CITY OF LAKE FOREST PARK**  
**invites applications for the position of**

## **Probation Officer (8 hours/week)**

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**SALARY:** \$32.22 - \$42.96 Hourly

**DEPARTMENT:** Municipal Court

**OPENING  
DATE:** 02/14/23

### **DESCRIPTION:**

Under the direction of the Court Administrator and Presiding Judge, the Probation Officer provides professional probation services for misdemeanor offenders; performs case management duties; meets with probationers to discuss progress; provides counseling; writes reports and correspondence; monitors pretrial release conditions, electronic home monitoring and jail; resolves conflicts; assures compliance with the order of the court; preserves public safety; and serves as liaison between court and the probationer. Conducts client evaluations, counseling and referrals, coordinates and monitors treatment programs, implement and carry out evidenced based programs. May conduct pre-sentence investigations.

Duties require ability to manage a high-volume caseload and be extremely organized to meet deadlines with little supervision. Responsibilities have a significant impact on the department's operations and customer satisfaction.

**Position Schedule:** Monday and Wednesday 8:30am – 12:00pm (may include additional remote hours).

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Meet one-on-one with defendants to explain sentencing and/or diversion agreement conditions, provide community treatment resources, schedule future appointments, and assess eligibility for statutorily driven court programs.
- Utilize standardized risk classification system.
- Oversee the development and support of individuals on probation by providing assistance, direction, and information to probationers as needed.
- Manage and monitor high volume caseloads, ensuring defendant compliance with conditions of sentencing and/or diversion agreements. In the case of non-compliance, know and understand the court's directive, burden of proof of non-compliance, and affirm the non-compliance to the Prosecutor's Office for revocation proceedings.
- Prepare and maintain defendant case files, records, and violation reports.
- Collaborate with third party contacts and/or outside agencies in the supervision of probationers.
- Testify in Court and/or present documents, information, reports and recommendations for review or revocation of supervision.
- Conduct periodic file audits as necessary.
- Responds to verbal and written requests for information from defendants, attorneys, and treatment providers in a timely manner.

## **TYPICAL QUALIFICATIONS:**

### *Required:*

- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Associate's degree in social sciences, criminal justice or closely related field AND at least two (2) years of social services, case management, legal/courts, law enforcement, or similar experience OR equivalent education/experience.
- Washington State Criminal Justice Training Commission Certification within six (6) months of hire.

### *Preferred:*

- Bachelor's degree in social sciences, criminal justice, or related field.
- Ability to speak more than one language.

Must be able to successfully pass background check. For list of automatically disqualifying crimes and negative actions, visit: <https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>.

## **SUPPLEMENTAL INFORMATION:**

The duties in this position are performed primarily in an office setting utilizing standard office equipment and in the courtroom with moderate noise levels. Incumbents may be exposed to hostile individuals while in the courtroom setting or while meeting with defendants regarding probationary requirements.

This is a non-benefit eligible position.

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**APPLICATIONS MAY BE FILED ONLINE AT:** <https://www.cityofflp.com>

17425 Ballinger Way N.E.  
Lake Forest Park, WA 98012  
206-368-5440

[jobs@cityofflp.com](mailto:jobs@cityofflp.com)