



Employment Opportunity

Kittitas County, Washington

POSTED: 1/26/2021

CLOSES: Open Until Filled

PROBATION OFFICER

The current vacancy in Misdemeanant Probation Services is a full-time, benefited, union (Local 760-Probation), non-exempt position expected to begin as soon as possible. This position is responsible for the supervision and counseling of adult misdemeanor offenders. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 2/02/2021 for optimal consideration.

SALARY RANGE: \$4,911- \$5,358 per month.

ESSENTIAL FUNCTIONS

Provide supervision and counseling for approximately 500 adult misdemeanor offenders to ensure successful completion of court orders and community protection

- Interview adult offenders and evaluate social, employment, medical and criminal history data.
- Develop an individual probation plan for each offender; determine and direct the offender's responsibility for following specific recommendations.
- Explain probation requirements and court orders to offenders and relevant parties involved.
- Enforce probation requirements to ensure compliance with court orders.
- Resolve conflicts or concerns which might interfere with compliance by offenders.
- Refer offenders to appropriate community resources such as DV Perpetrators treatment, mental health, and alcohol treatment.
- Monitor offender's progress and compliance with treatment and conditions conducting crisis intervention as necessary.

Gather legal/social facts for sentencing recommendations to the courts and make appropriate referrals to treatment or other services for adult offenders

- Review police reports, statements, diagnostic evaluations, and prior legal and social files.
- Interview offender, family, victims, and other pertinent individuals having a relationship to the case.
- Diagnose offense-specific or environmental factors relevant to preventing further offense behavior by using a risk assessment instrument to assist determining threat to the community.
- Advise offenders of problem areas and make suggestions for alternate behavior.
- Develop recommendations for the courts' use in sentencing.
- Develop probation plans which protect the community and provide for the offender's change needs.
- Prepare, present, and testify to written reports and recommendations at court hearings.
- Answer questions from offenders, treatment agencies, law enforcement, or judges regarding recommendations and written reports.

Assess offender's compliance with probation requirements and report non-compliance to the courts

- Periodically review case files of offenders and determine if offender is in compliance, and if not, identify areas of non-compliance.

Kittitas County is an Equal Opportunity Employer

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- Record information in case files using case management software and determine if additional actions are needed.
- Inform offenders of steps needed to rectify situation if not in compliance.
- Use strength-based interventions to encourage successful compliance with probation.
- Prepare a violation report if necessary and deliver to the court, which initiates probation violation hearing.
- Testify at hearings and recommend appropriate court-ordered sanctions for probation violations.

Represent Probation Services and individual professional image to agencies and the community through development and maintenance of a positive and effective relationship

- Maintain integrity of position through professional enhancement by attending trainings and professional organization(s).
- Advise law enforcement, courts, and community agencies of available departmental services.
- Develop programs for presentation to schools, community groups, volunteers, interns and agencies.
- Assist related agencies in the presentation of programs and training.
- Attend community meetings, boards, committees and task forces.
- Develop clear lines of communication with treatment providers and referral agencies.
- Assist other treatment providers through case staffing and information sharing.

Support other staff members, train, advise and supervise interns and volunteers who assist with caseload, court appearances and interaction with other agencies

- Serve as a resource to co-workers in matters of law, policy, or procedures in the absence of supervisory personnel.
- Provide a safe and secure environment for staff, as well as maintain confidentiality of office and records.
- Train interns and volunteers in the areas of adult misdemeanor probation law, policy and procedures and techniques for dealing with adult offenders.
- Select adult offenders to be involved in programs that interns will supervise and monitor.
- Develop case plans and goals for interns to achieve with assigned clients.
- Write reports to intern's professor describing goals and expectations and evaluate performance.

This job description is a summary of the primary functions and expectations of this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- Bachelor's Degree in sociology, psychology, or criminal justice, or related field.
- Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.
- Experience working within adult probations systems and/or working with adult offenders with issues such as alcoholism, domestic violence, mental illness, sexual deviancy, etc.
- Two (2) or more years of experience as a Probation Officer may substitute for the minimum qualifications listed above in accordance with ARLJ Rule 11.
- Valid Washington State driver's license.
- Must pass the Adult Services Academy within six (6) months of employment.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to

the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively in verbal and written form, with tact and diplomacy, to promote understanding and cooperation with a diverse population.
- Crisis intervention and de-escalation skills and abilities.
- Ability to deal with aggressive and hostile offenders and families.
- Ability to navigate complex legal and human issues and demonstrate competence through use of discretionary judgment to make sound decisions.
- Ability to testify in court, to communicate with referral resources, and to prepare legal documents and reports.
- Proficient with use of a computer including MS Office Suite, and possess the ability to learn programs specific to the department and/or County quickly.
- Strong organizational and multi-tasking skills.
- Ability to maintain confidentiality.
- Ability to maintain a positive demeanor and work cooperatively with coworkers and management.

PREFERRED QUALIFICATIONS

- Bilingual skills
- Knowledge of Washington State RCWs.
- Previous experience as a Probation Officer.

WORKING CONDITIONS

Work is typically performed in an office environment but may include other indoor and outdoor locations. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs. Must be able to manage conflict situations and work in close proximity with potentially aggressive/hostile offenders/families while maintaining a calm professional demeanor. Safety rules/regulation must be adhered to at all times, including PPE when necessary.

Some travel will be required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application

2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. What is your experience working within adult probation systems and/or working with offenders with issues such as alcoholism, domestic violence, mental illness, sexual deviancy, etc? How long have you worked within adult probation systems?
2. Please describe your counseling and social/psychological diagnostic experience, preferably in the criminal justice system.
3. Please 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 duties associated with managing the caseload.
4. Throughout one's career, individuals may often work with special populations or on special projects and tend to develop areas of expertise. What is your area(s) of expertise and why do you believe it will be an asset to our Probation Department?