



Employment Opportunity

Kittitas County, Washington

POSTED: 3/31/2022

CLOSES: Open Until Filled

MISDEMEANANT PROBATION SECRETARY

The current vacancy in the Misdemeanant Probation Office is a part-time (20 hours/week), benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Probation Secretary provides administrative support by processing referrals, developing case files, and entering data into the case management computer system. Bilingual (English/Spanish) skills strongly preferred. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 4/08/2022 for optimal consideration.

SALARY RANGE: \$1,794.50- \$2,045 per month.

ESSENTIAL FUNCTIONS

Process 1500+ referrals per year, develop case files, and enter data into the case management computer system

- Prepare and distribute case files on all court referrals to appropriate staff member.
- Operate local, State and Federal computer systems to record information on action taken.
- Assist in the collection of police reports and court orders for case files and maintains electronic record of those documents received.
- Determine driver's license status and criminal history of offenders through computer research.
- Perform record checks on Federal, State and local systems for referrals to staff members.
- Review computer reports for accuracy of criminal history information and data entry.
- Assist with the referral of clients to appropriate agencies for court ordered treatment or rehabilitation.
- Perform closure procedure in the computer, case files, and retention log.
- Enter treatment, status and completion reports from outside agencies.
- Enter receipt of community service verification into case management software and maintain log of community service hours preformed.
- Assist defendants with the intake process.

Provide secretarial and reception support for the Misdemeanant Probation Department

- Handle and direct all incoming phone and office contacts to the appropriate staff member in a professional manner.
- Prepare outgoing mail for processing; receive and process incoming mail, including the retrieval of documents from other departments.
- Maintain filing system for all case files and administrative files.
- Perform word processing for department staff.
- Operate and maintain all office equipment.
- Prepare appropriate court documents for probation staff signatures and distribute signed court documents to appropriate court.

Assist in the collection of \$10,000+ in court ordered financial obligations annually

Kittitas County is an Equal Opportunity Employer

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- Receive payments from offenders, records and deposit those funds.

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

MINIMUM QUALIFICATIONS

- High School Diploma or GED AND one (1) year of clerical/office experience including basic knowledge and use of the MS Office Suite and the ability to operate standard office equipment. Additional education/experience may be considered in lieu of some minimum qualifications.
- Valid Washington State driver's license.
- A criminal history and background check to include fingerprinting will be performed on qualified candidates. Convictions may preclude applicants from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong written and verbal communication skills.
- Ability to maintain a calm demeanor under pressure or when faced with emotional clients.
- Ability to maintain confidentiality.
- Ability to multi-task effectively and possess strong organizational skills.
- Ability to work effectively with coworkers, supervisors, other agencies, and the public.
- Proficient with use of a computer; at least basic skills using MS Office Suite; possess the ability to learn programs specific to the department and/or County quickly.

PREFERRED QUALIFICATIONS

- Bilingual skills, Spanish/English.
- A good working knowledge of Microsoft Office Suite, JABS and ACCESS.
- Knowledge of the Criminal Justice System.

WORKING CONDITIONS

Work is generally performed in a high volume office environment with sustained posture in a seated position, prolonged periods of computer operation, and periods of standing; frequent use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds and potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Periodic duties may require performance in non-office settings, outdoors, or at a variety of County locations.

Work is typically performed during standard business hours but may require a 7:00 AM to 4:00 PM shift. Reliable attendance and punctuality are required. Periodic travel will be required for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

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 two (2) personal references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Are you bilingual/bi-literate? Please describe your ability to read, write, and speak the Spanish language.