



# CITY OF SEATTLE

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## Probation Counselor 1

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<b>SALARY:</b>	\$32.32 - \$37.75 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	PTE, Local 17 - Probation Counselor
<b>CLOSING DATE</b>	07/29/14 04:00 PM Pacific Time

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### 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 I 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. Applicants from this recruitment process may be considered for other Probation Counselor I openings at the Court that may come available within the next six months.

### JOB RESPONSIBILITIES:

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

- Maintain caseload of probationers with offense types such as DUI, Negligent Driving, Assault, and Domestic Violence.
- Assess, motivate, counsel, and monitor probationers with a wide variety of problems including but not limited to substance abuse and addiction, mental health issues, sexual deviance, and domestic violence issues to ensure compliance with Court-ordered conditions.
- Work actively towards the integration of the probationer into the community using community resources.
- Conduct pre and post-sentence investigation interviews and evaluations of defendants charged with misdemeanor offenses.
- Required to collect urine samples for urinalysis in laboratory specimen cup.
- Determine appropriate counseling or treatment plan based on risk and needs assessment, refer probationer to appropriate agency, and provide crisis intervention and referral, if needed. Establish timeframes for completing specific conditions, determine probationer's ability to comply with conditions and adapt specific monitoring provisions.
- Manage caseload using an automated case management system that records, tracks, documents, and audits activity.
- Monitor and assess probationer's compliance with Court-ordered conditions which includes regular contact with defendant, attorneys, Seattle Police Department, employers, treatment providers, Court, and community agencies. Supervision may include home visits and other community-based work.
- Prepare and maintain a variety of reports and files including pre-sentence, review, status, or dismissal reports, written assessments and recommendations concerning alternative forms of sentencing, treatment, custody release, and supervision, which are consistent with applicable laws, policies and

procedures.

- Appear in court when required to testify and present findings.
- Make community/site visits to collateral agencies and treatment providers as needed.

#### **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.
- One year experience in probation, counseling, interviewing, or court/criminal justice system, paid or voluntary. For volunteer or part time employment, 2080 hours is the equivalent of one year of experience. Experience must demonstrate skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.
- Valid Washington State driver's license at time of hire.

#### **TO BE CONSIDERED:** Qualified candidates must submit the following:

- (1) Employment application with all fields completed and 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. The cover letter and resume may be cut and pasted in the resume field of the application or uploaded as attachments to the application, and
- (4) By completing the 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 falsification of information will eliminate you from consideration.

#### **ADDITIONAL INFORMATION:**

##### **Desired Qualifications:**

- Prefer a course of study in sociology, psychology, or criminal justice.
- Prefer two years of experience in probation counseling with one year working 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.
- Prefer experience identifying criminogenic factors, effectively deal with crisis situations, and handle confidential legal matters.
- Knowledge of local community and social service resources.
- Knowledge of current theories and practices in the field of community corrections.
- Demonstrated ability to maintain professionalism while working under pressure, handling high volume caseload, organizing large volumes of information, and frequently changing workload or assignments.
- Demonstrated ability to communicate and work effectively with a culturally diverse staff and clientele.
- Demonstrated ability to tactfully defuse escalated situations so individual is open to instruction.

##### **Additional Information & Questions:**

Job offers are contingent on the verification of credentials and other information required by the application process including the completion of a background check which includes criminal history. 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](http://www.seattle.gov/courts) or contact Kristy Hulverson, Sr. Personnel Specialist, at 206-233-7201.

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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](mailto: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.**

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## Probation Counselor 1 Supplemental Questionnaire

- \* 1. Did you include a cover letter and resume with your application?
- Yes
  - No
- \* 2. 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
3. Please select the category that best describes your higher level degree(s).
- Criminal Justice
  - Criminology
  - Law
  - Political Science
  - Psychology
  - Sociology
  - Social Work
  - Other
- \* 4. Do you have one year of experience in probation, counseling, interviewing, or court/criminal justice system that demonstrates skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court?
- Yes
  - No
- \* 5. Which best describes your experience managing a caseload of offenders performing such tasks as providing courtroom testimony, motivating offenders, conducting investigations, making assessments and recommendations to a court, and authoring reports?
- I do not have this type of experience in a corrections or court probation environment.
  - At least 1 year but less than 2 years
  - At least 2 years but less than 3 years
  - At least 3 years but less than 5 years
  - 5+ years
- \* 6. Indicate the type of agency where you gained your offender 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
  - No offender counseling experience
- \* 7. From the following list of offender issues, select all that apply to your offender counseling experience:
- Chemical addictions
  - Domestic violence issues
  - Mental illness
  - Sexual deviancy issues

- Homelessness
- Hostile behavior
- None of the above

8. From the list of offender issues you selected above, please indicate your years of experience for each.

\* 9. From your current or most recent position, select your average annual caseload volume of offenders

- 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

\* 10. Please describe your experience in assessing offender needs and identifying and addressing criminogenic factors. Please include what position you held and the length of time you had in performing these duties.

\* 11. Have you had experience providing in court testimony?

- Yes
- No

12. If you answered yes to the above, please describe your experience providing testimony in court. Please include what position you held, the population you served and the length of time you had in performing these duties.

\* 13. In your opinion, please describe the fundamental role of the probation counselor in relation to the offender and in relation to the judge.

\* Required Question