

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTRONIC MONITORING COORDINATOR - DISTRICT COURT PROBATION

Spec No. 2397

BASIC FUNCTION

To oversee a variety of casework and clients to ensure compliance with court orders and probation agreements, and provide other alternatives to incarceration. Responsible for providing evaluation, assessment and case management services for the Snohomish County District Court Probation Electronic Monitoring (EM) Program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches, revises and implements, policies and procedures as authorized for all new and current EM services. Coordinates primary key partners in the development of policies and ensures all relevant statutes, codes, and legal requirements are maintained.
2. Conducts assessments for offender placement in alternative sanction programs including, but not limited to: pretrial assessments, deferment orders, bench probation cases, and all other adjudicated matters.
3. Provides intake duties into the EM programs for all court ordered individuals; intakes include explanation of offender responsibility, signature of agreements, drug and alcohol testing, data collection and physical installation of EM equipment.
4. Develops and expands the EM Program database management system for tracking enrolled probationers through the court system. Generates and analyzes system reports to monitor program effectiveness.
5. Works cooperatively with other County agencies, including court personnel, attorneys, police, and treatment providers for all matters concerning the Jail Alternative EM Program.
6. Monitors and documents outcomes of the Jail Alternative EM Program in monthly, quarterly, and yearly intervals through communication with service providers, probation officers, police officers, and probationers.
7. Administers drug testing for clients through breath analysis, urinalysis collection, and/or saliva testing methods.
8. Monitors, evaluates, and records client progress with respect to EM Programs and probation goals and collaborates with counselors, medical providers, and probation officers to plan and coordinate EM requirements, drawing on case management experience and probationer needs.
9. Refers clients to needed community resources, such as housing, vocational training, high school equivalency courses, literacy courses, public assistance, mental and physical health services, or other treatment to assist in recovery and following through to ensure service efficacy.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Connects to the community with regular and on-going visits to service agencies, jail, Court divisions, or other agencies
11. Responsible for maintaining documentation of all contacts made and actions taken; tracks activity, develops individualized plans and submits documentation on time; researches, retrieves, updates and analyzes complex information and data.
12. Attends and participates in EM court review hearings and related activities.
13. Participates in grant application processes relating to EM Programs and Probation goals.

MINIMUM QUALIFICATIONS

A Bachelor's degree in sociology, psychology, criminal justice or closely related field; AND three (3) years of experience working as a Probation Officer and/or as a Law Enforcement Officer. Must pass job related tests.

SPECIAL REQUIREMENTS

- Applicants must successfully pass a criminal background investigation, reference and verification.
- Applicants must complete the Misdemeanant Probation Counselor Academy per WAC 139-10-210 as provided in RCW 43.101.220 within six (6) months of hire date or show proof of completion of approved academy upon hire.
- A valid Washington State Driver License is required for employment.
- Must obtain within 6 months of hire date or show proof of maintaining active Certified Professional Collector certification
- Applicants may be required to have own transportation, and would be reimbursed for approved mileage.

KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals and knowledge of the criminal justice systems
- legal standards and requirements
- theory, application, and practice of Electronic Monitoring services
- general office skills
- Microsoft Office Suite - word processing, excel, access database applications

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, coordinate, organize and schedule programs, processes and services
- prepare, research, analyze, administer and update plans, policies and work programs as necessary
- independently performs a variety of professional casework activities
- effectively use recognized, standard techniques in handling a caseload with appropriate level of supervision
- follow evidence based practices (EBP) in the area of assignment and in accordance with departmental policies
- use tact, discretion, persuasion, diplomacy, respect, courtesy and cultural awareness to gain the cooperation and commitment of others
- establish and maintain effective and professional relationships with public officials, department heads, co-workers, employees, community resources, court personnel, representatives of other agencies or entities and diverse members of the public
- communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and recipients addressed
- interview, obtain information and coordinate defendant referrals to appropriate agencies for substance abuse disorders, domestic violence, sexual deviancy, mental health indications, as ordered by the court
- testify in court, communicate with referral sources, speak before community groups and prepares legal documents and reports
- initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information maintain confidentiality as required by State law, Federal law, and office procedures
- read, understand, interpret, analyze and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment
- manage time effectively and maintain accurate, confidential records
- type accurately 40 words per minute

SUPERVISION

The employee reports to the Probation and Community Programs Manager and accepts direction from the Court Administrator and District Court Bench. Work performed is reviewed for quality, professional judgment and compliance with established goals and policies through conferences, reports, and appraisal of results obtained. This work is performed with considerable independence in accordance with established policies and procedures.

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WORKING CONDITIONS

Work is performed in the office environment, the jail, courtrooms, and other settings. May sit or stand for long periods of time. May occasionally lift and carry items weighing 20 pounds. Moves throughout the County facilities and periodically drives a motor vehicle to perform duties outside of the normal office location and hours. May be required to change office locations dependent upon the Court's needs. High possibility of exposure to hostile and offensive language or intimidating behavior from clients and the public. Employees may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2017
EEO Category: 2 - Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous