

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PRE-PROSECUTION DIVERSION ADMINISTRATOR**

Spec No.1071

### **BASIC FUNCTION**

To administer the Pre-Prosecution Diversion Program in the Prosecuting Attorney's Office.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates and administers the Pre-Prosecution Diversion Program; prepares program plans, goals and objectives; prepares and administers the unit's budget.
2. Plans, coordinates and supervises program activities and services; coordinates program activities with other units in the Prosecuting Attorneys Office and with other agencies as necessary; represents the program before various boards, commissions, the courts and the general public as required.
3. Reviews and evaluates program goals, objectives, policies, procedures, and services and initiates changes as necessary.
4. Researches funding sources and prepares applications for funding and related documents; maintains liaison with representatives of funding agencies.
5. Supervises and evaluates the work of subordinate employees; trains, advises and assists subordinates as required; participates in and makes recommendations regarding the hiring, termination and discipline of subordinate employees.
6. Maintains or supervises the maintenance of required records and prepares required reports and related documents.

### **STATEMENT OF OTHER JOB DUTIES**

7. May provide direct counseling services to program participants, as necessary.
8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A bachelors degree in public administration, one of the social sciences or other field directly related to social services program administration; PLUS, four (4) years of professional social services work experience including at least one (1) year of supervisory or administrative experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A master's degree in psychology, social welfare or social work may be substituted for two (2) years of the required non supervisory experience. Prior experience in the criminal justice system is preferred. Must pass job related tests.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- modern interviewing, counseling and guidance principles, practices, methods and techniques;
- personality theory and of personality assessment techniques;
- individual and group behavioral therapy, and of attitudes, beliefs and needs of program participants;
- the functions and of resources available from various federal, state and local social service and criminal justice programs.

Ability to:

- effectively plan, coordinate and administer a social service program;
- plan, coordinate, supervise and evaluate the work of subordinate employees;
- establish and maintain effective working relationships with public officials, management staff, associates, subordinates, representatives of other agencies, and with the general public;
- relate to and work effectively with program participants from a variety of cultural, economic and ethnic backgrounds;
- communicate effectively, both verbally and in writing;
- maintain required records and to prepare clear, concise written reports.

### SUPERVISION

The employee reports to the Chief Criminal Deputy Prosecuting Attorney. The work is performed with considerable independence and is monitored through meetings, status reports and results obtained. Supervision is exercised over subordinate counselors and clerical support staff.

### WORKING CONDITIONS

Usual office environment with occasional field trips.

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: January, 1983

Previous Spec No. 380401

EEO Category: 1 – Officials and Administrators

Pay Grade: 108 – Management Exempt Pay Plan

Workers comp: 5306 Non-Hazardous