

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PROBATION OFFICER - DISTRICT COURT PROBATION**

Spec No. 4047

### **BASIC FUNCTION**

Perform a variety of professional casework activities for adults under order with Snohomish County District Court. Develop probation agreements in accordance with court orders and client needs. Supervise clients to ensure compliance with court orders, probation agreements, and provides other services as alternatives to incarceration.

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

1. Conducts caseload activities such as client appointments, pre and post-sentence investigations and pre-trial release. Prepares written and/or oral reports, including sentencing and case disposition recommendations to the court on time and with supporting documentation. Collects and assesses information as requested by the court for bail/release investigations, indigent reviews, or sentencing recommendations.
2. Conducts and scores risk assessment interviews to systematically gather information about a client and their history, which indicates: the likelihood of re-offending determines the level of supervision required, targets areas for change, and measures outcomes of interventions. Develops intervention plans to decrease risk factors and behaviors, and enhance protective factors and behaviors, based upon the criminogenic needs of the client as determined by the standardized risk and needs assessment.
3. Oversees caseload activities by monitoring client performance that may include regular contact with clients, service providers, law enforcement agencies, and/or other justice programs. Assesses, monitors and reviews compliance with the terms and conditions of court orders. Performs record checks in appropriate law and justice databases. Works with clients to pay court ordered fees and fines. Monitors the collection of restitution and payment to victims.
4. Participates in court hearings; provides oral and written recommendations to the Court.
5. Completes pre and post-sentence investigation reports on orders from the Court containing summary background data gathered during in-depth interviews with offenders. Assesses problem areas to provide the Court with additional information regarding a defendant's criminal history, treatment history, probation history, family background, mental health status/diagnosis, and any mitigating or extenuating circumstances. Provides sentencing recommendations including level and duration of supervision, treatment recommendations, conditions of probation, jail time and alternative sanctions.
6. Assists probationers with problems that affect individual probation plans; assists in vocational, education, or employment planning; consults with higher-level personnel on difficult or complex cases.
7. Prioritizes and plans work activities using resources effectively. Plans for additional resources and integrates changes efficiently and in a timely manner.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Provides guidance, counseling, and emotional support to assist clients in understanding and overcoming their problems; investigates and resolves crisis situations; refers probationers to community agencies as applicable to the individual case.
9. Monitors clients under jail alternative programs including community work service, jail workdays, or electronic monitoring to ensure court orders and jail alternative requirements are fulfilled. Provides reports indicating status and completion of jail alternative requirements.
10. Maintains, tracks and records documentation of all contacts made and actions taken. Researches, retrieves, updates and analyzes information and data. Formulates recommendations anticipating possible ramifications and appropriately communicates significance of findings. Maintains and submits statistical reports of assigned activities.
11. Administers and secures drug and alcohol testing from court ordered individuals.
12. Responds to telephone and written requests for information from other probation departments, treatment agencies and criminal justice agencies.
13. Assists higher-level staff on more complex cases as directed. Performs other duties as assigned.
14. Position may represent District Probation as assigned, as a member of a therapeutic or alternative sentencing court.

#### MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, public administration, criminal justice or other field directly related to probation or social services work; AND one (1) year of experience, which includes counseling, interviewing, crisis intervention in a social services agency; OR two years of experience as a probation officer. Must pass job related tests.

#### SPECIAL REQUIREMENTS

Applicants must successfully pass a criminal background investigation, reference and verification.

Applicants must successfully complete the Adult Services Academy per RCW 43.101.220 within six (6) months of hire date.

A valid Washington State Driver License is required for employment.

Applicants may be required to have their own transportation, and would be reimbursed for approved mileage.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- interviewing skills, and counseling techniques
- pre- and post-sentence investigation techniques
- fundamentals and knowledge of the criminal justice systems
- policies, practices, procedures and legal terminology related to court systems
- business writing, grammar, punctuation and report preparation
- standard techniques in handling a caseload with appropriate level of supervision
- Microsoft Office Suite

Ability to:

- follow evidence bases practices in the area of assignment and in accordance with departmental policies
- effectively interview offenders, convey ideas, and obtain information plan, coordinate, organize and schedule programs, processes and services
- prepare, research, analyze, administer and change plans, policies and work programs as necessary
- work effectively and courteously under stressful circumstances
- establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public
- use discretion, diplomacy, respect, and cultural awareness to gain the cooperation and commitment of others
- communicate effectively, both orally and in writing
- 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
- read, understand, interpret, and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment
- initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information from appropriate sources is included and accurate
- maintain confidentiality as required by State law, Federal law, and office procedures
- maintain accurate, confidential records and the ability to utilize these skills to prepare detailed reports when requested
- type accurately a minimum speed of 40 words per minute
- work cooperatively as a member of a team
- exercise independent judgment in analyzing problems, issues and situations and comply with legal standards and requirements

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#### SUPERVISION

The employee reports to the Probation and Community Programs Manager, and accepts direction from the manager, director or 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.

#### 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. 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: June 1977 as Probation Counselor-District Court

Revised: June 1986, October 1991, October 1993, November 2001, October 2007, August 2017

Revised and Retitled: January 1996 to Probation Officer, February 1999 to Probation Officer-District Court Probation

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous