



POSITION DESCRIPTION

TITLE: Probation Officer – Okanogan County District Court

Scope of Responsibility

This position reports to the District Court Presiding Judge and supervises a caseload of misdemeanor offenders placed on probation by the District Court by providing the following services: monitoring and counseling adult offenders regarding court imposed conditions, referring clients to community agencies for treatment, counseling or other services, and reporting progress and violations to the Court. This position works cooperatively with judges, court staff, and individuals from State and local agencies to meet probation goals. This is a non-exempt union position.

Supervisory Responsibility

This position has no supervisory responsibilities.

Essential Duties

- Supervise caseload of adult misdemeanor offenders for compliance with court orders and according to risk classification.
- Complete intake and process clients on probation. Advise offenders of conditions of supervision and obtain necessary signatures.
- Determine an offender's risk to the community using a standardized classification system.
- Refer offenders to outside social service agencies and treatment programs as ordered.
- Evaluate and maintain record of offenders' progress on follow-up basis including office visits, review of treatment or other status reports, payments, recent law enforcement contacts, as well as periodic risk classification.
- Compile reports, appear/testify in court, set cases for show cause probation review hearings, process warrants for FTA or other noncompliance issues, and make recommendations to the Court concerning program violations.
- Review client history, ADR and evaluations to determine eligibility for deferred prosecution.
- Review furlough requests.
- Participate as Therapeutic Court team member.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a Bachelor's Degree from a fully accredited college or university in social/behavioral sciences, criminal justice or closely related field. At the sole discretion of the Presiding Judge, a combination of relevant education, training and experience may be accepted in lieu of the Bachelor's degree.
- Must complete all statutorily required Misdemeanant Probation courses at the Criminal Justice Training Commission within six months of hire.
- Must be a fully participating member of the Washington State Misdemeanant Corrections Association.
- Must have driver's license that is valid in Washington State.

Essential Skills and Abilities

- Must demonstrate proficiency in diagnostic, interviewing, and counseling skills.
- Must possess familiarity with chemical abuse/dependency processes, and dynamics of domestic violence and mental illness.
- Ability to handle multiple tasks and maintain good judgment under stressful and high pressure situations.
- Ability to operate office equipment including personal computers, copiers, scanners and fax machines, as well as demonstrate proficiency in automation systems, particularly database applications.
- Ability to read, analyze, and interpret technical journals, reports and legal documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have the ability to maintain a professional and positive work attitude and conduct with staff, judges, offenders, other agencies and the general public.
- Must be of high moral character, be law abiding, drug free and not involved in alcohol abuse.
- Must have the ability to maintain confidentiality.
- Ability to be sensitive to the various cultural, economic and/or social backgrounds of the public we serve.
- Ability to keep regular attendance, be on time, and work as scheduled.

Physical Demands

This position requires the ability to perform those activities to complete the essential functions of the job. The duties are primarily in an office and courtroom setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with fingers and hands, ability to hear voice conversations and to speak. Requires the occasional lifting of up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Department Head Signature

Date

Effective Date: January __, 2014	EEO Code:	Department: District Court
Dates Amended:	Union: Pros/DC	Division: Probation
FLSA Exempt: No	Grade: 20	Pos #: PRB111PBO-003