

City of
EDMONDS
Washington

PROBATION OFFICER

Department:	Municipal Court	Pay Grade:	NE-10
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Court Administrator

POSITION PURPOSE: Under general direction, provides professional probation services for misdemeanor offenders; performs case management duties; meets with probationers to discuss progress; provides counseling; writes reports and correspondence; monitors pretrial release conditions, community service, electronic home monitoring and jail; resolves conflicts; assures compliance with the order of the court; preserves public safety; reduces recidivism; and serves as liaison between court and the probationer. Conducts pre-sentence investigations, client evaluation, counseling and referrals, and coordinates and monitors client community service, and treatment programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- During the Court Administrator's absence, oversees office functions and verifies that tasks are achieved.
- Resolves technical issues with input from the judge; makes effective suggestions and recommendations.
- Conducts pre/post sentence investigations with face to face interviews and extensive research that includes but is not limited to: criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, family and employer support and complete written pre-post sentence reports which includes sentencing recommendations.
- Prepares defendant's non-compliance reports for upcoming court hearing making copies for Judge, Prosecutor, and Defendant's Attorney.
- Files reports in criminal file for court hearing.
- Meets with defendants from court to discuss pretrial release or sentencing conditions.
- After court hearing meets with defendants to go over court paperwork and provides assistance in completing court requirements.
- Sets up probation appointments; and meets with defendants to review defendant's progress/non progress.
- Responds to phone calls from defendants on probation.
- Checks the jail list daily for defendants released from custody while monitoring defendant's daily compliance thru probation appointments, treatment reports, ignition interlock reports and review of their case history.
- Monitors all cases Judge sets on pretrial release conditions and reviews the conditions and completes appropriate paperwork.
- Reviews all judgment and sentencing paperwork submitted to probation from the court clerk after the hearing.

JOB DESCRIPTION

Probation Officer

- Reviews plea and sentence screen (PLS) to ensure conditions are set for tracking thru the use of the case review screen (CRS) that orders reports and tracks probation conditions ordered by the court; coordinates a review hearing for non-compliance conditions as needed.
- Receives and reviews daily assessments for compliance and updates PLS with level of treatment required from assessment; coordinates review hearing for non-compliance with sentencing conditions as needed.
- Orders case review reports on a monthly basis for various alcohol, drug, mental health and other assessment and treatments and all other related assessment requirements for review of compliance/non-compliance.
- Receives regular case review lists that verifies if defendants have new cites or cites that violate their probation conditions; coordinates review hearings as needed; docket on the case and prepares probation violation report for the prosecutor, defense attorney and file copy.
- Tracks and monitors community service hours, electronic monitoring and jail and if violations have occurred, writes up jail commitment and submits paperwork to the Judge.
- Reviews daily case review report for probation closures and processes closures if appropriate. Reviews for non-compliance prior to closure date.
- Completes appropriate paperwork including deferred sentence and deferred prosecution dismissal orders.
- Pulls criminal files, attaches orders and forwards files to the judge to review on probation conditions and set a hearing date.
- Represents the probation office in the Misdemeanor Probation Association, serving on various task forces and other committees as appropriate.
- Provides testimony in court as required.
- Maintains all applicable certification requirements and keeps current on changing codes and probationary practices through continuing education (seminars, classes, meetings) and reading of applicable journals.
- Prepares probation mailing including notice of case setting for non-compliance and letters to defendants for their probation appointments. As needed, processes Interstate Compact for Adult Supervision (ICAOS) ensuring compliance with rules and regulation for transferring defendants that fall under the ICAOS; and fills out paperwork and submits to the Department of Corrections for the State of Washington.

Required Knowledge of:

- Criminal justice system, courtroom policies, procedures and practices, legal forms, documents and terminology.
- Procedures, structure and applicable local, state and federal laws, municipal codes, regulations and ordinances.
- Legal, ethical, and professional rules of conduct.
- The court order process.
- Principles of human behavior.
- Principles and practices of case and records management.
- Basic principles of accounting and record keeping.
- Legal terminology and court processes and procedures.
- Community resources and services.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

JOB DESCRIPTION

Probation Officer

- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Personal interactions, counseling and interviewing.
- Interacting with people of different social, economic, and ethnic backgrounds and positively directing the activities of clients.
- Communicating with clients, recognizing suspicious behavior patterns and mediating difficult situations.
- Utilizing positive reinforcement strategies to promote the intrinsic change in the probationer's behavior.
- Exhibiting good officer judgment, and applying pertinent statutes and rules to written recommendations.
- Understanding the purposes and responsibilities of the court system.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing, including public relations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Criminal Justice, Behavioral or Social Sciences, Sociology, Psychology or related field and two years of experience in the criminal justice, social work, or similar field that includes caseload management, direct client services, and assessment and referral to rehabilitations/alternative sentencing programs. Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Misdemeanor Probation Certificate within six (6) months of employment as required by WAC 139-10-210. Must be able to successfully complete and pass background check.

WORKING CONDITIONS:

Environment:

- Office, and courtroom environment
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone
- Operate a computer keyboard or other office equipment.
- Read and understand a variety of materials
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Lifting/carrying or otherwise move or transport up to 10lbs.

JOB DESCRIPTION
Probation Officer

Hazards:

- Contact with dissatisfied, potentially abusive or mentally handicapped individuals
- Possible exposure to communicable diseases and illness from defendants and others in the courtroom, and court office.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____