

SNOHOMISH COUNTY JOB DESCRIPTION

PROBATION AND COMMUNITY PROGRAMS MANAGER - DISTRICT COURT

Spec No. 1172

BASIC FUNCTION

To plan, coordinate, and manage District Court community programs and supervise the non-judicial operations of District Court Probation.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as the District Court Chief Probation Officer pursuant to Snohomish County Code 2.60.010.
2. Supervises and coordinates the activities of the Snohomish County District Court Community Programs, Probation Officers, and support staff, under the direction of the District Court Judges through the Presiding Judge and District Court Administrator and Assistant Administrator.
3. Plans, organizes, coordinates, supervises and evaluates the work of subordinate officers and support staff; participates in and makes recommendations regarding the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees.
4. Prepares and presents oral and written reports on programs and cases assigned for services; ensures that District Court Judges, Commissioner, and Administrators have substantial information on policy changes; coordinates system changes among various departments and agencies within the justice system, ensuring that changes are implemented smoothly and effectively and serve the interest of District Court, litigants and the overall legal environment.
5. Develops, recommends and implements program objectives, operational policies, procedures and work standards; analyzes current practices to ensure compliance with statutory requirements, labor agreements, court standards and county codes, and grant requirements.
6. Implements approved district court goals, policy statements, operating plans, methods and procedures for improvement; prepares resource requests; management reports and conduct staff meetings; participates in the development of the annual budget request and assists in the administration of the approved budget.
7. Identifies the necessary purchase of supplies and equipment for the division and arranges appropriate maintenance services for the repair of facilities and equipment.
8. Maintains necessary records, including personnel; compiles statistical data and prepares required reports as assigned.
9. Supervises the processing and docketing of legal documents filed in district court and the issuance of documents including warrants, summons and commitments orders.

SNOHOMISH COUNTY JOB DESCRIPTION

PROBATION AND COMMUNITY PROGRAMS MANAGER - DISTRICT COURT

Spec No. 1172

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Supervises the providing of written and verbal technical information to the public; answers unique questions that subordinates cannot answer; receives and resolves complaints and problems from the public, other county departments and outside agencies.
11. Serves as a member of the management team and performs related duties for peer managers and probation officers in his/her absence.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, public administration or other field directly related to probation or social services work; AND four (4) years of experience in a probation officer position, counseling interviewing, or crisis intervention which includes two (2) years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License.

Successfully complete Adult Services Academy per RCW 43.101.220 within six (6) months of hire date.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of supervision of program administration and planning
- research design and techniques
- policy, issue, and statistical analysis
- grant writing and budgetary applications
- probation officer duties and responsibilities
- interviewing, diagnostic and counseling methods and techniques
- the literature, trends and developments in the probation and social services fields
- the judicial and criminal justice systems
- mental health, drug abuse and alcohol and drug abuse treatment systems
- local, state and federal social service resources and agencies
- concepts and principles of community and intergovernmental relations within a team context

SNOHOMISH COUNTY JOB DESCRIPTION

PROBATION AND COMMUNITY PROGRAMS MANAGER - DISTRICT COURT

Spec No. 1172

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- develop and organize a probation office and community program
- plan, coordinate, supervise and evaluate the work of subordinate employees
- work independently, under pressure and meet deadlines
- function effectively as a probation officer
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- apply abstract principles, guidelines and concepts to concrete work situations
- establish and maintain rapport with clients, guide them toward positive goals and communicate with them in both supportive and confrontive modes
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- respond effectively in crisis and emergency situations
- express ideas, instructions, recommendations, and presentations clearly and effectively, both orally and in writing individually or in a group setting
- establish and maintain effective working relationships with criminal justice system officials, community organizations and agency staff, associates, other county employees and the public
- maintain confidentiality
- use tact and diplomacy
- maintain detailed records and prepare clear, concise written reports
- use Microsoft Office Suite; word processing, spreadsheet, and database applications
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply laws, rules, labor agreements, and other regulations

SUPERVISION

The employee works with minimal supervision, is responsible to the District Court Judges through the Presiding Judge, and reports directly to the Assistant Administrator of District Court. The work is performed with considerable independence in accordance with established policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment, the jail and the courtroom, and may require regular dealings with distraught or difficult individuals.

SNOHOMISH COUNTY JOB DESCRIPTION

PROBATION AND COMMUNITY PROGRAMS MANAGER - DISTRICT COURT

Spec No. 1172

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 2017
EEO Category: 2 – Professional
Pay Grade: 109 – Management Exempt
Workers Comp: 5306 Non-Hazardous