

SNOHOMISH COUNTY JOB DESCRIPTION
PROBATION OFFICER SENIOR - DISTRICT COURT

Spec No. 4120

BASIC FUNCTION

To perform complex professional casework activities for adults under order with Snohomish County District Court requiring considerable knowledge of district court probation, programs and operations. To assist in the supervision of subordinate level employees, provide guidance and support including work assignments and case reviews.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads, mentors, trains and provides guidance to subordinates and other employees as required under direction of the probation manager; Reviews caseload activities, reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; responds to staff questions and issues related to daily work.
2. Assists in the development, recommendation and implementation of procedural changes and professional responsibilities as required by legislative updates and departmental policies. Promotes, supports, trains and implements changes and updates with subordinate staff.
3. Identifies staff training needs; assists in the development and implementation of training programs; may conduct or arrange in-service training programs to enhance staff competencies.
4. Provides coverage for probation staff to include probation officers, program coordinators, electronic monitoring coordinators; or other staff as assigned.
5. Performs all duties of the probation officer position and maintains a limited probation supervision caseload.
6. Responds to, addresses, and resolves crises situations. Provides oral or written reports of resolutions to the department manager.
7. Collaborates with various boards and professionals regarding program development, quality assurance, community engagement and professional integrity.
8. Performs other duties as assigned.
9. Performs ongoing public relations work; trains volunteers; contacts past program participants to collect data for program evaluation; acts as liaison between clients and various components of the justice system.
10. Collects data and prepares reports as required. Ensures the collection and analysis of data is completed in a timely manner.
11. Participates in the departmental management team to develop philosophies, policies and procedures.
12. Assists the manager with the development and review of budgets, probation or community programs, and grant proposals.

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MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in psychology, sociology, criminal justice or other field directly related to probation or social services work; AND two (2) years of experience in probation, counseling and supervising offenders; AND one (1) year of experience in supervision/leading subordinate level employees; OR any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Applicants may be required to pass a criminal background check including fingerprinting, a reference verification, polygraph examination, and a psychological test.

A valid Washington State Driver License is required for employment.

Applicant must obtain related electronic monitoring and community programs course training certifications and complete the Misdemeanant Probation Association Academy per RCW 43.101.220 within one (1) year of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State Courts of Lower Jurisdiction, including applicable laws, regulations and administrative codes; basic interviewing, diagnostic, and counseling techniques.
- Criminal Justice philosophy, methods and practices literature, developments, and trends in the social service and adult probation area;
- Principles and practices of effective supervision, racial and ethnic disparities in the criminal justice system and the factors that contribute to those disparities;
- Crisis intervention and de-escalation techniques;
- Community-based programs and resources.

Ability to:

- Perform the duties and responsibilities of the Probation Officer, Probation Program Coordinator, Specialty Court Officer and subordinate staff;
- Effectively lead, train, coordinate, coach and evaluate the work of subordinate employees;
- Understand, interpret and apply instructions, policies, procedures, complex statutes, legal requirements and local court rules;
- Effectively interview clients, determine courses of action and evaluate individual progress;
- Work with persons from a variety of socio-economic backgrounds and culturally diverse populations;

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- Establish and maintain rapport with, clients and employees, guide them toward positive goals and communicate with them in an effective manner;
- Respond effectively in crisis and emergency situations;
- Express ideas and recommendations clearly and effectively both orally and in writing;
- Establish and maintain effective work relationships with criminal justice system officials, community organizations and agency staff, associates, other county employees and the public;
- Maintain detailed records and prepare clear, concise written reports;
- Exercise initiative and judgment and make decisions within the scope of assigned authority
- Maintain confidentiality as directed by statute.

SUPERVISION

The employee reports to the Probation and Community Programs Manager or another Manager as designated. The work is performed with considerable independence in accordance with established policies and procedures. In addition to performing probation officer duties, the employee acts as lead and assists in the supervision of Probation Officers, Program Coordinators, Specialty Court Officer, the Electronic Monitoring Coordinator and other staff as designated.

WORKING CONDITIONS

The work is performed in the office environment, the jail, courtrooms, and other settings. Employee may sit or stand for long periods of time. Employee may need to drive own vehicle to perform duties outside of normal office locations. High possibility of exposure to hostile and offensive language or intimidating behavior from clients and the public. Employees may be required to work evenings and weekends 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 2021 as Probation Officer Senior-District Court
EEO Category: 2 - Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Non-Exempt