



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Juvenile | Position: Community Services Officer

Who May Apply: Teamsters Represented – Juvenile Internal

Employment Status: Regular Full-Time

Salary Range: Grade 19: \$3,529-4,745/mo. (DOQ)

Posting Opens: 08/10/2016

Posting Closes: 08/16/2016 @ 4:00 p.m.

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## DEPARTMENT / OFFICE

This is a Teamsters represented position within Juvenile Court.

## POSITION SUMMARY

Under limited supervision, plans, coordinates, and supervises the operation of the Juvenile Court Work Crew program with juveniles assigned by the Lewis County Juvenile Court; participates in establishing and developing relationships with community partners willing to serve as community service sites; provides courtroom security and assists probation officer in home or community visits and collection of UAs. Transports in-custody and out-of-custody youth.

## HOW TO APPLY

Application materials and job description are available at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs). You may complete an application online at: [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or turn in a completed application to:

**Lewis County Juvenile Court**  
**1255 SW Pacific Ave.**  
**Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 5:00 p.m. on the closing date of the posting.

## WHO MAY APPLY

This recruitment is open to any Teamsters represented applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by the Juvenile Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [shad.hail@lewiscountywa.gov](mailto:shad.hail@lewiscountywa.gov) providing a signed hard copy follows within 5 business days. Faxed copies will not be accepted. *If applying using the online application, hard copies are not necessary.*

## MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND
- Two (2) years' experience working with youth with at least one (1) year working as a probation officer, detention officer, or corrections officer.
- Must successfully complete a criminal history investigation and polygraph examination
- Must successfully complete the Washington State Criminal Justice Training Commissions Juvenile Services Academy
- A valid Driver's License is required
- First Aid/CPR Certification
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.