



PROBATION OFFICER JOB DESCRIPTION

Job Title: **Probation Officer**

Job Code: **JS180**

Pay Grade: **22**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Professional position, appointed and characterized by the performance of duties pursuant to RCW 13.40.040 that, under limited supervision, coordinates and performs a variety of probation functions on behalf of the Lewis County Juvenile Court; attends court proceedings and provides juvenile sentencing recommendations; enforces criminal and civil court orders; interviews and assesses juveniles; provides family and crisis intervention services; prepares and maintains case file information; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*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.*

- Supervises and participates in the enforcement of criminal and civil court orders; serves, processes, and arrests compliant and combative juveniles for violation of State laws or City/County ordinances.
- Possesses and uses all the powers conferred upon sheriffs and police officers to serve process and make arrests of juveniles under their supervision for the violation of any state law or county or city ordinance, pursuant to RCW 13.04.040.
- Performs searches of detained juveniles; conducts random urine analysis testing.
- Provides transportation for in-custody and out-of-custody juveniles.
- Attends court proceedings and serves as a representative of the Juvenile Court; provides sentencing recommendations for criminal and status offenders.
- Coordinates the court process with all involved parties including prosecutors, defense attorneys, families, social workers, and guardian ad litem representatives.
- Interprets laws, court orders, ordinances, rules, and regulations pertaining to juveniles involved with criminal and/or civil court.
- Performs a variety of case management and risk assessment functions; interviews and assesses juveniles; conducts home, school, and office visits; provides family and/or crisis intervention services.
- Provides referrals to various social service agencies including mental health, sex offender, and drug/alcohol treatment providers.
- Supervises high-risk juveniles including sex-offenders and gang involved, chemically dependent, mentally ill, abused, and/or neglected juveniles; monitors Diversion agreements for minor first-time offenders.
- Coordinates, conducts, and monitors Aggression Replacement Training, shoplifting prevention, truancy class, and/or other types of juvenile programs.
- Develops and maintains collaborative partnerships with community organizations, law enforcement agencies, and task forces.
- Attends and participates in a variety of interagency and/or task force meetings.

- Prepares and presents various types of written reports to the Court including Manifest Injustice, Decline, Probation Violations, Special Sex Offender Disposition Alternative, and Chemical Dependency Disposition Alternative reports.
- Creates, updates, and maintains case files; documents all case activity; inputs and updates case information in State databases.
- Develops and monitors individualized treatment plans for offenders on community supervision, which could include sex offender treatment, drug/alcohol treatment, mental health treatment, grief therapy treatment, victim's treatment
- Enters data into and accesses data from statewide databases including PACT, JCS and JIS

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field; subject to sitting, standing, walking, bending, reaching, physically restraining juveniles, and lifting of objects up to 25 pounds; exposure to hostile clients and family members, dangerous animals, hazardous materials, and infectious diseases. Ability to conduct home or school visits with youth and to conduct field arrests as required pursuant to RCW 13.04.040 including the strength necessary to handcuff a non-cooperative individual.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Criminal Justice, Behavioral Science, or a closely related field as required by State statute; AND two (2) years working with juveniles and/or social service, and/or court experience. At least one (1) year must be working with juveniles in an organized setting. Successful candidate must successfully complete a criminal history background investigation including a polygraph examination.

Successful completion of the Washington State Criminal Justice Training Commission's Juvenile Service Academy, Case Management Certification, Risk Assessment Certification, Aggression Replacement Training Certification, First Aid/CPR Certification, and a valid Driver's License are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Juvenile Court/Detention operations, policies, and procedures.
- Regulations and standards governing the delivery of probation services.
- Judicial processes and procedures.
- Case management principles and processes.
- Risk assessment and crisis intervention principles.
- Probation records, reports, and documentation.
- State statutes regarding juvenile sentencing recommendations/guidelines

Skills in:

- Coordinating and performing a variety of juvenile probation functions.
- Participating in court proceedings and providing sentencing recommendations.
- Interviewing and assessing juveniles and providing family/crisis intervention services.
- Conducting home and school visits and supervising the activities of juvenile offenders.

Job Title: Probation Officer

Job Code: JS180

- Preparing and maintaining accurate case records and documentation.
- Establishing and maintaining effective working relationships with other staff, court and law enforcement personnel, outside agencies, service providers, community organizations, juveniles, and guardians.
- Communicating effectively verbally and in writing.
- Computer operation including Windows Office Suite and Microsoft Outlook