



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: District Court | Position: Probation Officer

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 20: \$3,705-\$4,982/mo (DOQ).

Posting Opens: 11/29/16

Posting Closes: 12/12/16 at 4:00 p.m.

DEPARTMENT / OFFICE

This is a non-represented position that reports to the District Court Judges.

POSITION SUMMARY

Under limited supervision, coordinates and performs a variety of probation functions on behalf of the Lewis County Probation Services Department; manages and coordinates assigned case load; performs risk assessments and develops client case plans; monitors and enforces defendant compliance with court orders; initiates court action for non-compliance; prepares and maintains case records; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available at www.lewiscountywa.gov/jobs. You may turn in a completed application to:

Lewis County District Court
345 W Main St
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 qualified 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 District Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to hazel.dibble@lewiscountywa.gov

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice, Behavioral Science, or a closely related field as required by State statute
- One (1) year probation experience
- At least one (1) year must be working with adults in an organized setting
- Successful completion of the Washington State Criminal Justice Training Commission's Adult Service Academy
- Must successfully complete a criminal history investigation
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

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.