



CITY OF SEATTLE

Probation Counselor 1

SALARY:	\$40.85 - \$47.69 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle Municipal Court
BARGAINING UNIT:	PTE, Local 17 - Probation Counselor
CLOSING DATE	10/04/22 04:00 PM Pacific Time

POSITION DESCRIPTION:

The [Seattle Municipal Court's \(SMC\)](#) mission is to provide a forum for people to resolve alleged violations of the law in a respectful, independent, and impartial manner. The Court is dedicated to advancing social justice issues by supporting personal, structural, and systemic change in our community, and building a diverse workforce. The Court works collaboratively to realize the City's vision of racial equity by participating in the [City of Seattle's Race and Social Justice Initiative \(RSJI\)](#). Candidates with the ability to effectively work with multi-cultural communities, committed to being respectful and impartial when addressing customer issues are encouraged to apply. SMC is a highly innovative and progressive court with a community-based approach to judicial administration.

The Seattle Municipal Court is hiring a **Probation Counselor 1 (PC1)** to work as a key member of our [Programs and Services team](#) performing out-of-custody and/or in-custody probationary services for individuals who have been sentenced by the Municipal Court.

THE SUCCESSFUL CANDIDATE HAS THE FOLLOWING:

- Passionate about public service and eager to dive into new challenges with an abundance of energy, urgency, and positivity.
- Understands systemic and institutional racism and motivated to work towards ending them.
- Is an active listener with an empathic ear.
- Is skilled in interviewing, performing assessments and writing reports for a high-volume caseload.
- Aptitude to learning new systems/technology and approaches to probation. This includes leaning in to pilot programs and being the first to implement new/innovative approaches to probation.
- Enjoys working as part of a team in a fast-paced environment but can also make independent decisions and use discretionary judgment.

JOB RESPONSIBILITIES:

- Manage a caseload of probationers (offenses include DUI, negligent driving, assault, and domestic violence (DV)) using an automated case management system that records, tracks, documents, and audits activity.
- Monitor, assess, motivate, counsel, and monitor probationers' compliance with court-ordered conditions related to substance abuse and addiction, mental health, sexual deviance, and DV. Includes regular contact with defendant, attorneys, Seattle Police

Department, employers, treatment providers, Court, and community agencies. Supervision may include home visits and other community-based work.

- Conduct pre-and post-sentence investigation interviews and evaluations of defendants charged with misdemeanor offenses.
- Appear in court to testify and present findings.
- Administer drug and alcohol tests.
- Perform a risk and needs assessment, develop a treatment plan, refer probationer to community agencies/resources, and provide crisis intervention/referrals.
- Prepare and maintain reports and files including pre-sentence, review, status, dismissal reports, written assessments, recommendations concerning alternative forms of sentencing, treatment, custody release, and supervision as consistent with laws, policies, and procedures.
- Make community/site visits to community agencies and treatment providers.

QUALIFICATIONS:

Minimum Qualifications

- 1+ year of experience in probation or counseling AND
- Bachelor's degree in Criminology, Social Sciences, Psychology, or related field.
- Valid Washington State driver's license at time of hire.
- Must successfully complete the 80-hour Basic Adult Correctional Services Academy of the Washington Criminal Justice Training Commission within six months of employment as required by WAC 139-10-210.
- Must be able to work non-standard hours when necessary.

You will be prepared to take on this role if you have following experience, commitments, and skills:

Experience:

- 3+ years' experience in Misdemeanant or Juvenile supervision, Child Welfare social work, or non-probation case management position where interaction with criminal justice involved clients was the primary focus of the position. Preference also given to those employed in a desired qualified position within the previous five years.
- Working with and involvement in community organizations, group facilitation, and collaboration with citizen groups and other governmental agencies.

A commitment to:

- Helping court divisions identify and achieve performance outcomes by advancing equity, social justice, diversity, and inclusion goals.
- Being innovative and reinventing ways for the Court to be a judicial system leader.
- Staying current with evolving theories and practices in the field of community corrections.
- Gaining/maintain awareness of local community and social service resources.

Skilled in:

- Communicating both verbally and in writing with professionalism, diplomacy, and kindness with the Court's culturally diverse clients and staff.
- Maintaining objectivity while working under pressure and in stressful situations.
- Identifying, assessing, and acting on client needs/emergencies/crises to include utilizing de-escalation techniques, giving referrals, providing motivation, and making recommendations to the court.
- Managing a high-volume workload/caseload with demonstrated ability to manage time and maintain an organized workload.
- Using MS Word, Excel, Outlook, and Teams with the ability to type at least 35 WPM.

ADDITIONAL INFORMATION:**Covid-19 Vaccination Mandate**

Seattle Municipal Court employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

Work Environment

Alternative Work Arrangements and telework may be considered for this position. The person in this role must reside within the State of Washington and be available for onsite work as needed.

Union Information:

This position is represented by Local 17; IFPTE-Municipal Court Probation Counselors. The Probation Counselor I position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

Why Work at the City

The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services. ***If you share these values and meet the qualifications for this position, we invite you to apply.***

Total Compensation and Benefits:

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental vision, life, and long-term disability insurance for employees. For more information go to this "[Benefits at a Glance Guide](#)".

Hiring Process

- Completed NEOGOV online application and supplemental questions.
- A PDF of your resume.
- A PDF of a letter of interest describing how your skills and experience align with stated job responsibilities and qualification.
- A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting, and reference checks.
- Vaccine verification is required.
- This is a full-time position, working 40-hours per week.
- This position is exempt from Civil Service and serves at the discretion of the Presiding Judge.
- Applicants from this recruitment process may be considered for other openings classified as Probation Counselor I within the next six months.
- For more information about the Seattle Municipal Court, visit www.seattle.gov/courts

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2022-01586

<http://www.seattle.gov/jobs>
PROBATION COUNSELOR 1
CY

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500



Seattle, WA 98104

Careers@seattle.gov

All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

Language Premium - Individuals selected to fill this position may be eligible to receive Language Premium Pay (SMC 4.20.360), which provides a \$200.00 monthly stipend to qualified bilingual employees who are properly evaluated and assigned to provide direct communication in-language, interpretation, or translation services to the public on behalf of the City of Seattle.

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Probation Counselor 1 Supplemental Questionnaire

* 1. Answers to the following questions will help us determine whether candidates meet the minimum requirements of the position. Indicating "see resume" or "see application" are not sufficient responses to the supplemental questions. A complete and accurate application is required for this position. Did you update your City of Seattle application to reflect any recent changes to your experience and/or education? A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume? (NOTE: Even if you have imported your resume directly into the application fields, you must still attach it).

- Yes
 No

* 2. Which of the following best describes your recent experience in probation or related social service field counseling, interviewing, performing assessments and writing reports to be used in client outcomes.

- No experience counseling, interviewing, performing assessments, and report writing.
 0-1 years experience counseling, interviewing, performing assessments, and report writing.
 1-2 years experience counseling, interviewing, performing assessments, and report writing.
 2-3 years experience counseling, interviewing, performing assessments, and report writing.
 3+ years experience counseling, interviewing, performing assessments, and report writing.

* 3. Please indicate your highest level of education:

- High School Diploma/GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Juris Doctorate (JD)
 None of the above

* 4. Criminal justice reform is being discussed across the country, and Seattle Municipal Court Probation continuously strives to be at the forefront of best practice in the field. With this in mind, describe your own professional philosophy as it relates to the practice of probation/ community supervision. Please provide examples of current best practice principles that support your approach.

* 5. Please share with us what diversity, equity, and inclusion mean to you and why they are important.

* 6. Are you fully vaccinated against COVID-19?

- Yes No

* Required Question

