



Des Moines Municipal Court Des Moines, Washington Support Services Specialist (Probation Officer)

Closing Date: October 3, 2021

Salary: \$6,065 to \$7,371 per month. DOE

Full Time Permanent Position

This position is full time (40 hours per week) Mon-Friday 8:00 a.m. - 4:00 p.m. The Support Services Specialist **is eligible for an alternative schedule, to include working remotely.**

To Apply

Complete the online application at <https://desmoineswa.applicantpro.com/jobs/> and attach a resume and cover letter explaining how you meet the requirements.

Nature of Work

Under the supervision of the Support Services Manager (SSM) and the direction of the Court Executive Officer (CEO) and Judge, this position will provide professional services for misdemeanor offenders for [Des Moines Municipal Court](#). The incumbent will perform in the areas of administrative review, intervention services, drug testing and sentencing alternatives.

The Support Services Specialist (SSS) will also interact with inmates and offenders referred by the courts to the various programs and services. Programs in which the SSS can expect to be involved include, but are not limited to, Monitored Probation, Alternative Detention, and Court Programming.

This role is accomplished through providing services and programs that afford opportunities for offenders to change behavior; monitoring compliance with pre-trial release or post-conviction orders, electronic home monitoring and jail; reporting client compliance status to the court; resolving conflicts; and serving as a liaison between the court and the probationer.

Education and Experience Requirements

- Bachelor's Degree from an accredited college or university in Criminology, Sociology, Psychology, Criminal Justice, Social Work or any other closely related field as required by ARLJ 11; or
- Two years of experience as a probation officer or equivalent position; and
- Two years of experience in the criminal justice system, social work, or similar field that includes caseload management, direct client services, support services or criminal law.

Special Requirements

- Valid Washington State driver's license.
- Must successfully pass background check.
- Must successfully pass background clearance for access to SCORE jail (*Employer provided*).

- Must join the Misdemeanant Probation Association (MPA) within 45 days of employment (*Employer provided*).
- Must obtain Misdemeanant Probation Certification within six (6) months of employment as required by WAC 139-10-210, pending class availability (*Employer provided*).
- Must obtain certification as a facilitator for MRT Program(s) as designated by the SSA (*Employer provided*).
- Must obtain certification in the Washington State Risk Assessment System as designated by the SSA (*Employer provided*).
- Maintain continuing education credits, a minimum of eight (8) credits per year (*Employer provided*).

Competitive Benefits Package

The City of Des Moines offers a competitive and robust benefits package to include:

- Forty (**40**) vacation hours and forty (**40**) sick leave hours **front loaded** at time of hire
- Paid vacation and sick leave with up to fourteen (**14**) paid holidays per year
- Washington State (DRS) retirement plan-PSERS
- 401(a) tax deferred account and 457 deferred compensation, which includes an employer contribution for both accounts
- HRA and HRA VEBA plans funded with contributions from employer
- Four (**4**) different medical plan options to choose from
- Employer paid vision and dental plan
- Long term disability, life insurance and much more

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.