



# PROBATION OFFICER

## District Court

### Posting #22-88

#### MASON COUNTY EMPLOYMENT OPPORTUNITY

**Note:** Internal posting with Teamsters Probation Bargaining Unit is concurrent with posting for the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.

**Opening Date:** November 28, 2022      **Open Until Filled**      **Review Date:** December 12, 2022  
**Department:** Mason County District Court      **Monthly Salary:** \$4,660- \$5,664

#### Job Summary

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under general direction, provides professional probation services for misdemeanor offenders; performs case management duties; meets with probationers to discuss progress; provides counseling; write reports and correspondence; monitors pretrial release conditions, electronic home monitoring and jail; resolves conflicts; assures compliance with the order of the court; preserves public safety; reduces recidivism; and serves as liaison between court and the probationer. Conduct client evaluations, counseling and referrals, coordinates and monitors treatment programs, implement and carry out evidenced based programs. May conduct pre-sentence investigations.

#### Examples of Duties

Provides accountability for court-ordered terms of probation including restitution, community service and/or incarceration time, treatment programs, and other conditions.

Exercising good judgement, Conducts independent investigations and gathers relevant information to present to the Court.

Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders and make recommendations to the court.

Refers clients to community agencies or resources for additional assistance to improve the individual's treatment plan and monitors progress.

Prepares and presents progress or non-compliance reports to the court.

Testifies in Court as to the basis for factual finding and guideline applications.

Serves as a resource to the Court to facilitate the proper imposition of the sentence.

Maintains personal contact with clients through office contacts and by telephone.

Interviews client and investigate employment, sources of income, life style, and associates to assess risk and compliance.

Serves as a referral source for employment agencies, educational resources, mental health treatment facilities, and substance abuse treatment facilities to ensure compliance with conditions of release and for the protection of the community.

Supervises clients to maximize adherence to court-ordered conditions and reduce risk to the community.

Collaborates with third party contacts and/or outside agencies in the supervision of clients

Maintains a detailed automated record of case activity

Facilitate/Instruct MRT and/or DV MRT offered to the clients by the probation department in a group setting.

Perform UA/BA's testing

Performs other duties, as assigned by the probation Administrator and/or supervisor to meet operational needs.

May conduct in-depth investigations and prepare reports such as pre-sentence investigation.

#### Minimum Requirements/Education Requirements

Bachelor's degree in psychology, social sciences, police science, or closely related field. Experience in probation or related counselling experience preferred.

Must obtain certification from Washington State Criminal Justice Training Commission within six months of employment.

#### Desired Qualifications

Certifications in MRT and/or DV MRT is desired or ability to obtain within 6 months

#### Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

**Return Applications to:** Mason County Human Resources

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584

**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584

[humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov)

Phone-(360) 427-9670 X 290

**This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.**

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov). Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.