

*SUPERIOR COURT OF THE STATE OF WASHINGTON
OKANOGAN JUDICIAL DISTRICT JUVENILE COURT SERVICES AND CORRECTIONS CENTER*

OKANOGAN COUNTY POSITION DESCRIPTION

**** COURT SERVICES OFFICER/PROBATION COUNSELOR ****

DEPARTMENT: Juvenile

RESPONSIBLE TO: Director of Juvenile Services

IMMEDIATE SUPERVISOR: Probation Manager

STATUS: Salaried - Union - Non-Exempt

PAY GRADE: 23

JOB OBJECTIVE/SUMMARY:

A professional level position providing statutory, support, investigative, supervisory and counseling services for the Superior Court and Juvenile Department in the areas of Diversion, Probation, Special Supervision, Offender Intake, Dependency, At Risk Youth, Domestic Relations, Adoptions, Counseling, Assessments and evaluations, Special Investigations, Diagnostics and such other functions as may be designated or ordered by the court and/or Administrator. The employee is required to prepare detailed written reports of their findings, conclusions and recommendations. The employee must appear in the courtroom to present their cases orally and be subject to cross examination. The Court Services Officer/Counselor is a statutory party to all court proceedings and their findings, conclusions and recommendations are separate opinions to be considered apart from the other statutory parties. The employee is expected to provide and advocate the department's opinion and to provide leadership by example, professionalism and competency. The employee may be assigned by the Administrator to work within or direct one of the various programs within the agency.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

1. Develop, implement and supervise the county Diversion programs. Evaluate and modify the program as necessary to meet all federal, state and local legal requirements and regulations.
2. Develop, implement and supervise the Juvenile Court Probation Supervision programs, which include, but are not limited to misdemeanor, gross misdemeanor, felony and special supervision programs for serious and sexual offenders. Evaluate and modify the program as necessary to meet all federal, state and local legal requirements and regulations.
3. Perform specialized offender investigations (pre-sentence investigations, remand summaries and sentencing evaluations) to formulate and present the Juvenile Department's position in a written report. Appear in court to present orally and be subject to court testimony and cross examination.

4. Develop and perform specialized assessments, evaluations and services to be provided to clients in order to best meet their needs. Design individual, group and family counseling services and programs in various areas of the mental health and substance abuse fields.
5. Perform offender and non offender intake processing which includes screening, file and case preparation, court presentation, legal sufficiency screening decisions, detention and/or release decisions and appropriate referrals.
6. Develop, facilitate and supervise the dependency, at risk youth and child in need of services petition process both in and out of court. Function as guardian ad litem when so appointed by the court. Perform assessments and evaluations, prepare written reports, appear in court to present oral testimony and be subject to cross examination. (per the Court Services Officer Staff Guardian Ad Litem Roles and Responsibilities)
7. May be assigned to function as investigator, guardian ad litem or next friend in superior court domestic relations and adoption matters, perform assessments and evaluations, and prepare written reports of findings, conclusions and recommendations. Appear in court to present oral testimony and be subject to cross examination.
8. May be assigned to function as Diagnostic Coordinator and perform complex diagnostic evaluations, prepare written reports and maintain records and files in accordance with JRA Guidelines. Appear in court to present oral testimony and be subject to cross examination.
9. Act as community liaison resource and training person in all facets of the juvenile justice system; coordinate with all agencies that have mutual concerns regarding juveniles and their families.
10. Actively participate in the A.R.T. (Aggression Replacement Training) program as either the trainer or co-trainer on a rotating basis. Consistently use and reinforce skills learned in A.R.T. when working with youth on caseload.
11. Perform such other professional duties and functions that may be designated by the juvenile services administrator and or the superior court. Be subject to 24 hour on call status in emergency situations needing attention.

REQUIRED QUALIFICATIONS/ CONDITIONAL EMPLOYMENT REQUIREMENTS

The following training, certifications and reporting requirements must be successfully completed, maintained or complied with during the duration of employment, as a condition of employment. Failure to successfully complete, maintain or comply with these requirements could result in dismissal from employment.

1. Must be 21 years of age or older.
2. A Bachelors Degree from a fully accredited college or university with a minimum of five years experience in the juvenile justice system, counseling or a closely related field. Equivalent Educational and/or experience may be substituted by the Administrator.
3. A valid Washington State Driver's License and proof of liability insurance.

4. Must be proficient in the use of computers using Microsoft Office.
5. After hiring, the employee must successfully complete a First Aid/CPR course, provided by the department, as a condition of continued employment.
6. Ability to receive Washington State i-ACT certification within 12 months of employment.
7. After hiring, the employee must successfully complete the Juvenile Service Academy including CMAP (Case Management Assessment Process) at the Washington State Criminal Justice Training Commission, as a condition of continued employment.
8. Must be able to meet qualifications as a Washington State Registered Counselor within 6 months of employment.
9. The ability to prepare and present findings, conclusions and recommendations clearly and concisely both orally and in writing.
10. Certain job areas or assigned functions may require special educational levels, licensures and/or certifications. If so, these requirements will be specified in the job announcement.
11. Must be of high moral character, have a commitment to the agency mission and the ability to maintain confidentiality. Must be law abiding, drug free and not involved in alcohol abuse.
12. Must report any criminal convictions, guilty pleas or deferral agreements immediately to the appropriate supervisor or the Department Head.

DESIRED QUALIFICATIONS:

A thorough knowledge of the following:

1. Juvenile Justice System and state RCW & WAC's.
2. Court rules and procedures.
3. The process of assessments and evaluations of juveniles and their families.
4. Counseling techniques and intervention skills.
5. Principles of offender supervision, dependency and domestic relations matters, custody and correctional services.
6. Case management and program/service development.
7. Knowledge of community resources and networking.
8. A Masters degree from a fully accredited College or University in Social/Educational sciences, Counseling, Criminal Justice or a closely related field may be substituted for all or a portion of the required experience at the discretion of the Administrator

EQUIPMENT USED:

1. County motor vehicles.
2. Manual and electronic security devices.
3. Office equipment, including computers.
4. Breath analysis and chemical urinalysis testing apparatus for drugs and alcohol.
5. Testing assessment instruments and materials.

WORKING ENVIRONMENT:

Office, courtroom, secure corrections center, in the field and in various public agency forums.
This is a high stress position, subject to 24 hour on call and responses to situations that may arise.

EMPLOYMENT BACKGROUND CHECKS AND TESTING

Criminal, background, and reference checks will be conducted prior to offer of employment. Offers of employment will be conditioned upon completing one or more of the following: Drug Testing, Polygraph Testing, and Psychological Testing. All results will be provided to the administrator for discretion in determining employability or continued employment.

FLSA EXEMPT

This position is non-exempt from the provision of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of my position description. This position description reflects general details necessary to describe the position's essential functions and the position's level of knowledge and skill typically required. The position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

Employee Signature

Date

Effective Date: 7/19/2021	EEO Code: 2	Department: Juvenile
Dates Amended:	Union: Yes	Division: Juvenile Court
FLSA Exempt: No	Grade: 23	Position: JUV014CSO-011