

**ADAMS COUNTY**  
**SUMMARY JOB DESCRIPTION**

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**Position: Juvenile Probation Director**  
**Department: Juvenile Court Services**  
**Annual Hours Worked: 2088**

**Position Number: 901**  
**Salary: Management (M1)**  
**Class: Exempt**

**1.0 MAJOR FUNCTION AND PURPOSE**

1.1 Persons in this position are responsible for planning and directing the Juvenile Court Services operations to achieve goals within budgeted funds and available personnel. Develops services and program work plans and coordinates department programs with other departments and governmental agencies. Directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner. *This position requires availability 24 hours a day to law enforcement, prosecutors, and the courts.*

**2.0 SUPERVISION RECEIVED**

2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Superior Court Judge.

**3.0 SUPERVISION EXERCISED**

3.1 Persons in this position normally supervise the Administrative Assistant, Diversion Coordinator, Probation/Parole Officer, Trackers and Transport Officers.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations and initiates and implements disciplinary actions as warranted.

4.2 Resolves grievances and other sensitive personnel matters and provides training and motivation to make full use of individual capabilities and to meet changing system demands.

4.3 Establishes policies, procedures, work rules, and performance standards to assure efficient and effective Juvenile Court services and programs in compliance with County standards and federal, state, and local laws.

4.4 Contracts with community resources and negotiates fees and services with other agencies. Evaluates services on an ongoing basis.

4.5 Represents the agency to the community and the state, serves on a variety of professional and community Boards, committees, and associations. Remains current on local and state programs relating to juvenile court services.

4.6 Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems, provides for proper evaluation, controls and documents assigned operations.

4.7 Directs the resolution of inquiries, complaints, or problems, or emergencies affecting the availability or quality of services.

- 4.8 Attends all Juvenile Court hearings, ensuring that those involved are in attendance and remain until the session is completed.
- 4.9 Carries a caseload of juvenile offenders, which includes parolees, sex offenders, and violent criminals. Chronological history is kept of the offenders' activities.
- 4.10 Oversees the sensitive area of juvenile dependencies, ensuring expedient court dates and venues as well as proper legal counsel as necessary in each case.
- 4.11 Presents formal sentencing recommendation for each juvenile court case to the Superior Court.
- 4.12 Arranges for detention and transports to Grant, Okanogan, Benton/Franklin, Spokane, Chelan, and Clallam counties.
- 4.13 Determines amenability of treatment and rehabilitation in the community for sex offenders. Arranges polygraph examinations to monitor possible re-offense.
- 4.14 Screens at risk youth petitions, meets with youth and family, petitions court for judicial intervention, monitors progress of court order, and takes violators to court.
- 4.15 Organizes juvenile work crews as punishment and restitution to their community.
- 4.16 Recommends dispositions, aids in, and independently investigates abuse, neglect, and dependency cases. Testifies in court. Screens marriage waiver requests for Superior Court Judge.
- 4.17 Provides 24-hour availability to city and county law enforcement, prosecutor, Judge, and state and county correction facilities.
- 4.18 Performs other tasks as directed.

**5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Considerable experience in probation, courts, organization, and management, or a closely related field.
- 5.2 Knowledge of the causes of juvenile crime and current theories on prevention and rehabilitation techniques and procedures.
- 5.3 While performing the duties of this job, the employee is regularly required to sit and use hand/finger dexterity to handle objects. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk.
- 5.4 Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 10 pounds. Specific vision requirements include close, distance, and peripheral vision, depth perception, the ability to adjust focus and read small print.
- 5.5 Must have cognitive ability to accurately search columns of numbers in small print for errors, data entry, and related purposes.
- 5.6 Must be able to utilize communications and equipment necessary to perform required duties.
- 5.7 Ability to use a typewriter, computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be required.
- 5.8 Demonstrated successful supervisory and managerial experience is preferred. Ability to implement and maintain sound organizational practices.
- 5.9 Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

- 5.10 Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

## **6.0 MINIMUM QUALIFICATIONS**

- 6.1 Graduation from an accredited four-year college or university with major course work in public administration, social science, or a closely related fields.
- 6.2 Must have attended the Juvenile Services Academy and have a valid Washington State driver's license.
- 6.3 Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance, and improvement.

## **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- 7.1 Knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- 7.2 Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.
- 7.3 Familiarity with tools, instruments, equipment, and techniques commonly used in the performance of related tasks.
- 7.4 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situation, relate to various personality styles in a calm, professional manner.
- 7.5 Understands the need for maintaining confidentiality of sensitive information.
- 7.6 Effectively communicates with others, both in writing and orally.
- 7.7 Assures efficient and effective utilization of volunteers and department personnel, funds, materials, facilities, and time.

## **8.0 WORK ENVIRONMENT**

- 8.1 While performing the duties of this job, the employee is in a "cramped" office environment with some danger from juvenile assault or drug impaired juveniles who may carry guns, knives, or other weapons.
- 8.2 Work is normally performed indoors and there are frequent interruptions.
- 8.3 Traveling is frequent because the county courthouse is 1 hour away from the office and detention facilities are from 1 to 6 hours away.<sup>1</sup>

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the position change.

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<sup>1</sup> Position reclassified to Management Level Salary Schedule at M1 on May 7, 2007