

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Probation Councilor
Department: Juvenile Court
Annual Hours: 2088

Position Number: 904
Salary Schedule: Range D
Represented-Non-Exempt

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Persons in this position are responsible for supervising Court youths who have active court ordered probation and youths who have committed offenses. A person in this position may be designated as the coordinator for specific Grants that have been awarded to the Department. The Probation Counselor must hold them accountable, attempt to rehabilitate them and authorize any treatment necessary.

2.0 SUPERVISION RECEIVED

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

3.0 SUPERVISION EXERCISED

3.1 Persons in this position normally direct the work of the Trackers and the Transport Officers.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Monitors juvenile offender caseloads. Arranges for youth to do community service and to pay restitution fines, decides for offenders to serve detention days when required, enforcing school attendance, checking grades and school behavior, and authorizing drug testing. Involves contact with youths, talking to school officials, coaches, and law enforcement.

4.2 Arranges and facilitates educational classes and counseling.

4.3 Works in cooperation with social agencies, Child Protection Services, law enforcement, state, county, city, and school officials to coordinate crisis situations, delivery of resources, and information sharing.

4.4 Prepares reports and general paperwork.

4.5 Transports juvenile offenders to detention facilities, schools, offices, community service sites, home, etc.

4.6 On rotating basis, twenty-four-hour availability to supervisor, law enforcement, juveniles, and their families. Responds to various crisis situations pertaining to juveniles.

4.7 Perform other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

5.1 Knowledge of juvenile offender laws. Must possess strong interpersonal skill in dealing with juvenile offenders.

- 5.2 While performing the duties of the job, the employee is regularly required to sit, talk, and listen. The employee is occasionally required to stand, walk, use hand/finger dexterity to handle objects and to reach with hands and arms.
- 5.3 Good health and physical condition appropriate to the position. The employee must occasionally lift and/or move up to 10 pounds. Specific vision requirements include close and distance vision and the ability to read small print.
- 5.4 Must be able to utilize communication and equipment necessary to perform required duties.
- 5.5 Ability to use 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 acquired.
- 5.6 Demonstrated successful counseling experience is preferred.
- 5.7 Maintains 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.
- 5.8 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 the social sciences, psychology, sociology, or a closely related field.
- 6.2 Must have attended and passed the Juvenile Services Academy.
- 6.3 Must have a valid Washington State driver's license.
- 6.4 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 Demonstrated experience in working with people, particularly in a counseling capacity where the counselor is holding the youth accountable, responding to unacceptable conduct, and enforcing various discipline processes.
- 7.2 Familiarity with tools, instruments, equipment, and techniques commonly used in the performance of related tasks.
- 7.3 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- 7.4 Understands the need for maintaining confidentiality of sensitive information.
- 7.5 Ability to effectively communicate with others, both written and oral.
- 7.6 Assures efficient and effective utilization of volunteers and department personnel, funds, materials, facilities, and time.

8.0 WORK ENVIRONMENT

- 8.1 Work is performed in a variety of environments both inside and outside. Interruptions may be frequent.
- 8.2 Personal safety is of some concern due to working with felons, violent offenders, sex offenders, and gang members.

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 requirements of the job change.¹

Resolution No. R-30-01 modified positions within the Juvenile Department eliminating #903 (that position titled "Probation Counselor/Diversion, Coordinator/Community Service Coordinator"), replacing the #903 with a #904, bringing the total number of 904 positions to FOUR – these four include the option of designating one of them specifically to perform duties under a grant funded status. Job description changed minimally on 9/02 to reflect that being available 24/7 meant being available 24/7 on a "rotating" basis.

BOC motion on 5/16/05 authorized the department to hire a Probation Counselor bringing the total #904 positions to four NOT including a potential Grant funded position(s) at any given time.

One (1) position was eliminated and not budgeted for 2009.

Position classified on Range G of the Courthouse Bargaining Unit Salary Structure effective January 1, 2020, pursuant to Resolution No. R-004-2020. *(previously classified on Range 11)*