

Des Moines Municipal Court Support Services Specialist (Probation Officer)

Closing Date: Open until filled.

First consideration will go to applicants that complete the application by **July 16, 2021**.

Salary:

\$6,065 to \$7,371 per month

\$72,780 to \$88,452 per year.DOE

Limited Term Position

This position is full time (40 hrs per week) Mon-Friday 8:00 a.m. - 4:00 p.m. for a limited term, expected to last for 3 years, subject to budgetary approval. **This position may become a regular position prior to the expiration of the term.** The Service Support Specialist is eligible for full time benefits.

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.

We are scheduling in-person interviews **August 5th and 6th** with an anticipated hire date of **September 01, 2021**.

Nature of Work

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

Working Conditions and Physical Abilities

- Work is performed in an office environment, the jail, courtrooms, through virtual platforms, remotely and other settings. High possibility of exposure to hostile and offensive language or intimidating behavior from clients and the public. Frequent exposure to individuals who may be distraught, violent, or abusive. Employee must remain alert and rely on counseling skills to defuse potentially dangerous situations. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch. Employee may be required to work evenings, weekends, and holidays, as necessary.

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.