



## JUVENILE PROBATION COUNSELOR 1

**Department:** Juvenile Court  
**Job Class #:** 208600  
**Pay Range:** Professional 04

**FLSA:** Non-Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is entry level professional probation work in the field of Juvenile Justice for Pierce County. An employee in this class is responsible to the Superior Court of and for Pierce County. Assignments may be made to various departments with the Juvenile Court including intensive supervision, intake, diversion, dependency, community alternative program, diagnostic and family court services. During the twelve month probationary period, the employee assists in and gains the ability to perform the following duties: conducts preliminary and predisposition investigation in juvenile offender and dependency cases; formulates recommendations for dispositional purposes through diagnostic assessment and case history; appears in court to provide oral and written testimony and reports; provides individual, family and group counseling; monitors compliance with conditions of probation; develops and coordinates probation alternatives through resource development, individually and with other youth serving agencies; and performs other related work as required. Work is coordinated on a day-to-day basis, both individually and through supervisory personnel who review work performed through case conferences and case audits. Upon successful completion of the mandatory twelve month probationary period, incumbents are eligible for progression to the Juvenile Probation Counselor 2 level.

### **ESSENTIAL FUNCTIONS:**

During the twelve month probationary period, assists in and gains the ability to perform the following duties:

- Conducts preliminary investigation on juvenile cases referred to the court prior to determination of charge; investigates complaint, advises offender of legal rights and procedures; formulates recommendations regarding disposition of case referrals.
- Conducts pre-sentence investigations; conducts interviews with juveniles, families, relatives, law enforcement agencies, schools and employers to gather accurate data regarding background and present situation for preparation of case histories.
- Prepares pre-sentence review and probation violation reports for the courts; under supervision diagnoses and identifies problem areas; appears in court to testify or present reports; recommends disposition of cases to the judge.
- Counsels and supervises juveniles placed on probation by the court; provides family and group counseling; gives direction regarding vocational education or employment planning; works with clients and parents to create home, school, work and recreational relationships conducive to social readjustment; monitors compliance with conditions of probation as set by the court; recommends revocation of probation.
- Assumes responsibility for a case load of juveniles in detention, including their mental and physical well-being; arranges for group home or foster care for juveniles as appropriate; locates, arranges and monitors community service job sites; assists juveniles in finding employment.
- Consults with a supervisor regarding the most appropriate disposition of difficult or unusual cases.
- Assists in the preparation of petitions and other necessary legal documents for mental competency hearings; attends mental health hearings to testify on behalf of juvenile client.

Expected to be able to perform at time of hire.

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at

# **JUVENILE PROBATION COUNSELOR 1**

## **Classification Description - Pierce County**

### **Page 2**

assigned worksite.

- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- The philosophy and operation of the criminal justice and juvenile systems.
- Policies, procedures and regulations applicable to probation activities
- Local, state, federal and private program resources and agencies.
- Interviewing, diagnostic and counseling techniques.
- Individual and group behavior applicable to the juvenile probation field.
- Literature, developments and trends in the field of corrections.
- Methods and resources for treatment of dysfunctional families, substance abuse and antisocial behavior.
- Casework philosophy, methods and practices.

#### **Ability to:**

- Express ideas and recommendations effectively, orally and in writing.
- Prepare detailed case histories and reports.
- Formulate and guide the execution of effective plans and programs for the social rehabilitation of juveniles.
- Make sound decisions on social casework problems.
- Establish and maintain effective working relationships.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the traveling requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with preference given to applicants with major coursework in the criminal justice and juvenile systems, social or behavioral sciences or related field **is required**. Additional education or experience may substitute for the recruiting requirements.

# **JUVENILE PROBATION COUNSELOR 1**

## **Classification Description - Pierce County**

### **Page 3**

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Employees in this classification may be required to work varied shift schedule and is subject to 24-hours On-Call status. Persons filling this position must satisfy the training requirements established by RCW 43.101.220 and the Criminal Justice Training Commission. Employees in this classification may be subject to a thorough background investigation and polygraph test prior to employment. Satisfactory physical condition is required as indicated by a County-approved physical examination.