



JUVENILE PROBATION COUNSELOR 2

Department: Juvenile Court
Job Class #: 208800
Pay Range: Professional 06

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 professional probation work for the Pierce County Juvenile Court. An employee in this classification is responsible for providing probation counseling, intake, and casework services for dependent or delinquent juveniles referred to the juvenile court. Work involves providing professional diagnosis treatment plans and selective counseling for the more serious and complex cases, taking into consideration the nature of the offense, the dynamics of the offender and the availability of appropriate community resources. Incumbents assume daily coordinative duties, including distributing caseload assignments to lower level counselors and providing assistance on procedural or client services activities. Employees are expected to be fully acquainted with agency, county, state, and court policies, procedures, and regulations. Assignments at this level include more serious consequences of decisions and require a more intimate familiarity with the structure and dynamics of the criminal justice system, the values and attitudes of the large community and available resources than assignments at lower levels. Work is performed under the general direction of an administrative superior who periodically reviews work for quality, consistency of professional judgment and compliance with established goals and policies through regular audits and appraisal of results attained.

ESSENTIAL FUNCTIONS

- Receives, screens, and conducts preliminary investigation on juvenile cases referred to the court prior to determination of charge; investigates complaint, advises offenders of legal rights and procedures; formulates recommendation regarding disposition of case referrals.
- Conducts pre-sentence investigations in complex and multi-problem cases predominantly felonies; conducts in depth 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 court; 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 total responsibility for caseload 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.
- Prepares petitions and other necessary legal documents for mental competency hearings; attends mental health hearings relating to involuntary commitment to present testimony on behalf of juveniles.
- Contacts victims to determine equitable restitution; arranges schedule for reimbursement.

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- Arranges alternative educational programs for juveniles who are not able to function in a regular school program; monitors progress of juveniles.
- Serves as guardian ad litem in behalf of dependent children.
- Maintains frequent contact and correspondence with the court, community agencies, probationers, physicians and others to monitor activity and progress in serious and complex cases; maintains comprehensive log of contacts and information obtained relative to cases.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at 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 related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable Knowledge of:

- The philosophy and operation of the criminal justice and juvenile justice systems.
- Policies, procedures and regulations applicable to probation activities.
- Basic interviewing, diagnostic and counseling techniques.

Knowledge of:

- Local, state, federal, and private program resources and agencies.
- Individual and group behavior applicable to probation field.
- Literature, developments, and trends in the field of corrections.
- Casework philosophy, methods, and practices.
- Methods of treatment of specialized problems, such as drug addiction, alcoholism, and delinquency.

Ability to:

- Express ideas and recommendations effectively, orally and in writing.
- Formulate and guide the execution of effective plans and programs for the social rehabilitation of juveniles.
- Prepare detailed case histories and reports.
- Independently interpret and apply abstract principles, guidelines and concepts to concrete work situations.
- Make sound decisions on difficult and unusual social case work problems.
- Establish and maintain effective working relationships as required by the work assignment.
- 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

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- Physically perform the essential job functions.
- Meet the traveling requirements of the position.

RECRUITING REQUIREMENTS

Graduation from a four year college or university with major course work in the criminal justice and juvenile systems, social or behavior sciences or related field and one or more years experience in juvenile probation counselor work, social work, court services, or counseling. Additional education and experience may substitute for the recruitment requirements.

SPECIAL NOTE: 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.