



## JUVENILE PROBATION COUNSELOR 3

**Department:** Juvenile Court  
**Job Class #:** 209100  
**Pay Range:** Professional 09

**FLSA:** 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 supervisory work performed in the field of probation for the Juvenile Court of Pierce County. Employees in this classification are responsible for supervising the work of an assigned unit of professional staff. This class is distinguished from the Juvenile Probation Counselor 2 class by responsibility for assignment of cases; review of unit's court reports, recommendations and correspondence; mediation of problems arising between probation counselors, juvenile offenders and their parents; and for advising subordinates on more difficult or atypical cases. Work typically includes formulating and/or interpreting policies and procedures, providing training for professional staff and acting as liaison between Juvenile Court and other agencies.

Work includes various duties involving different and unrelated processes or methods such as evaluating work standards and analyzing client investigations and recommendations. The work requires making decisions concerning such things as the interpretation of considerable data, planning of the work or refining the methods and techniques to be used.

Work is performed under general direction, and is assigned in terms of overall objectives and resources available. An employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. An employee plans and carries out the work, resolves most of the conflicts which arise, supervises the work of others as necessary, and interprets policy on his/her own initiative in terms of established objectives. The supervisor is kept informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed on occasion for conformance with governing regulations, quality of supervision provided, and for fulfillment of program objectives.

### **ESSENTIAL FUNCTIONS**

- Supervises work of an assigned unit of professional probation staff; assigns cases and monitors work flow; prepares performance appraisals on subordinates; develops job descriptions and standards of performance; recommends resolution of employee grievances; recommends and executes disciplinary action; provides in-house training as necessary.
- Investigates more complex case assignments and prepares appropriate court reports; conducts meetings with parents, juvenile offenders and probation staff to resolve disputes or complaints; contact other social service agencies to arrange treatment plans.
- Confers with administrative superiors to interpret laws and regulations, draft policies and procedures, and make staffing decision; coordinates with other supervisory personnel to achieve optimum work flow.

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- Reviews work of subordinate employees for conformance with statutory requirements and internal policies and procedures.
- Conduct performance evaluations and develop performance measures and standards
- Performs the work of a Juvenile Probation Counselor 2 as required.
- 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 and holidays.

#### **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.
- Local, state, federal, and private program resources and agencies applicable to the work of the position.

##### **Knowledge of:**

- Principles and practices of supervision.
- Casework philosophy, methods, and procedures.
- Literature, developments, and trends in the field of corrections.
- Methods of treatment of specialized problems, such as drug addiction, alcoholism, and delinquency.

##### **Ability to:**

- Develop and implement supervisory standards and procedures.
- Plan, assign and coordinate work.
- Formulate and guide the execution of effective plans and programs for the social rehabilitation of juveniles.
- Prepare detailed case histories and reports.
- Make sound decisions on difficult and unusual social case work problems.
- Express ideas and convey information effectively, in oral and written communication.
- Establish and maintain effective working relationships necessitated by the work of the position.
- 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.

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- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner

#### **RECRUITING REQUIREMENTS**

Graduation from a four year college or university with major course work in sociology, psychology, criminal justice or a discipline related to the requirements of the position; and two years of work experience at a level equivalent to a Juvenile Probation Counselor 2, or substituting, on a month-for-month basis, graduate level course work in a discipline directly related to the requirements of the position for a maximum of one year of the experience requirement.

**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.

Incumbents may have exposure to hostile and physically volatile juveniles.