



## ADULT PROBATION SUPERVISOR

**Department:** District Court  
**Job Class:** 102800  
**Pay Range:** Professional 08

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

### **GENERAL FUNCTION:**

This is a supervisory position that is a professional and administrative position for Pierce County District Court. The supervisor performs duties of both supervisory and an administrative nature and serves in the capacity of the probation manager when the probation manager is not available. The supervisor evaluates the work performance of probation officers and provides orientation and extensive training to probation level staff. The duties also include assisting the probation manager in planning, designing, and implementing programs and projects. This work involves originating new policies and techniques to deal with the many complex duties of the Probation Division of Pierce County District Court as well as coordinating these duties and functions through subordinates. This position reports directly to the probation manager.

### **ESSENTIAL FUNCTIONS – BEHAVIORAL HEALTH UNIT ONLY**

- Act as primary liaison for community behavioral health treatment agencies
- Facilitate cross-departmental and inter-agency collaboration with an emphasis on assisting Behavioral Health probationers
- Maintain and monitor statistics, outcomes and performance measures for the Behavioral Health Unit
- Act as the liaison between all interagency and community programs such as jail services, local behavioral health treatment agencies and present probationers status to the court in a clear concise manner.

### **ESSENTIAL FUNCTIONS – ALL UNITS (INCLUDING BEHAVIORAL HEALTH UNIT):**

- Serves as the probation manager when the probation manager is not available.
- Directs and supervises pre-sentence investigations.
- Provides education and direction to probation officer staff in specialized areas, i.e., domestic violence, substance abuse, mental health, behavioral health and sexual deviancy.
- Provides direction to staff and assists in the development and implementation of individual probation plans for routine and complex case management.
- Effectively persuade, inform, educate, train, solicit information, and work with a wide variety of individuals and groups.
- Supervises and evaluates the work performance of probation officers.
- Represents the probation manager for the Probation Division of Pierce County District Court or serves as liaison for various local and state professional boards and committees.
- Reviews new legislation and WACs for impact on Probation Division operations.
- Writes performance evaluations for subordinate probation staff to ensure consistent application of probation personnel policies.
- Assess training needs for probation officers and subordinate supervisory staff to promote staff development. Coordinate needed training and the maintenance training records.
- Maintain and monitor statistics, outcomes and performance measures for the assigned unit.
- Participates in the establishment of the Probation Division goals and objectives.
- Handles reduced size client case load.
- Assist in the development of individualized client service plans in cooperation with representatives of the criminal justice system, treatment facilities, and other community services in response to client needs.

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- Assist clients in determining eligibility for services and benefits.
- Performs related work as required by the probation manager.
- Possess the skills and abilities to perform the essential functions of a Probation Officer II.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Works a flexible schedule, which may include evening, weekends, holidays and overtime.
- Must be able to meet all traveling requirements of the job. If utilizing a personal or a Pierce County owned vehicle in the course of performing County work, must have and maintain a Washington State Driver's License and the appropriate amount of automobile insurance.

**OTHER JOB FUNCTIONS – BEHAVIORAL HEALTH UNIT:**

- Make public presentations regarding the Divisions Behavioral Health Unit in the Division.
- Assist in the development of individualized client service plans in cooperation with representatives of the criminal justice system, treatment facilities and other community services in response to client needs
- Assist clients in determining eligibility for services and benefits

**OTHER JOB FUNCTIONS – ALL UNITS (INCLUDING BEHAVIORAL HEALTH UNIT):**

- Perform other job functions and/or special projects as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of: philosophy and operation of the justice system.
- Strong organizational skills.
- Skill in interviewing; diagnostic and counseling techniques.
- Knowledge of alcoholism, domestic violence, drug abuse, sexual deviancy, behavioral health and individual and group behavior.
- Knowledge of the literature, developments, and trends in the field of corrections; the laws, court rules, regulations and procedures of District Courts as they relate to Probation.
- Experience with the theory, principles, and practices of management; principles and practices of personnel management.
- Knowledge of the on line automated court/probation case management systems.
- Communication skills and knowledge of how the local behavioral health system accepts, maintains and assists clients in need. (Behavioral Health Unit Only)
- Ability to express ideas concisely, both orally and in writing.
- Ability to establish effective working relationships with superiors, peers, associates, subordinates and the general public.
- Ability to cope with stressful or emergency situations calmly and effectively.
- Ability to keyboard and to utilize various computer software applications to access/process information and prepare required correspondence, reports and other documents.
- Ability to understand and utilize a standardized risk classification tool.
- Physically perform the essentially job functions.

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

**MINIMUM RECRUITING REQUIREMENTS – BEHAVIORAL HEALTH UNIT**

- A Bachelor's Degree in a related field. A course study in Sociology, Psychology, or Criminal Justice with concentration in the social/behavioral sciences is preferred.
- Three years of experience in behavioral health case management or direct services with persons with severe and persistent behavioral health needs/substance use disorders.

**MINIMUM RECRUITING REQUIREMENTS – GENERAL:**

- A Bachelor's Degree in a related field. A course study in Sociology, Psychology, or Criminal Justice is preferred.
- Three years of progressively responsible experience in the supervision of probationers

**PREFERRED QUALIFICATIONS - GENERAL:**

- Master's Degree in Criminal Justice, Sociology, Psychology or Social Work with a focus in dealing with complex legal and human issues.
- Supervisory experience

**ALL ADULT PROBATION SUPERVISORS - SPECIAL NOTES:**

- A valid Washington State driver's license may be required when travel is required of the position.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment
- Ability to complete the First Level Supervision Course # 4127 at the Washington State Criminal Justice Training Commission within six months of employment as required under RCW 43-101.350.