



DISTRICT COURT MANAGER OF PROBATION DIVISION

Department: District Court

Job Class: 099100

Pay Range: Executive 04

FLSA: Exempt

Represented: No

General Function

This is a management position for Pierce County District Court with supervisory responsibility over all probation staff. The District Court Manager is responsible for planning and directing a county-wide probation program involving guidance and supervision of misdemeanor and gross misdemeanor offenders in the community, pre-sentence investigations, offender work crew program, a day reporting program, a monetary and community service restitution program and related services requested by the court. This work involves originating new programs 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. The District Court Probation Manager has latitude in making decisions regarding work priorities, methods, and workflow, and in interpreting policies and legal responsibilities. The position reports directly to the District Court Administrator.

Essential Functions

- Plans, organizes, coordinates, and manages the daily operations of the Probation Division, including daily procedures, personnel, case flow, program development, and implementation of organizational change.
- Analyzes tasks and procedures for efficiency and compliance with rules and regulations; develops, recommends, and implements procedural changes required by changes in law; may prepare and update procedural manuals; drafts forms as required to implement procedures and policy.
- Supervises, evaluates, and trains all levels of the probation staff and supervisors (including probation staff with QPAO designation).
- Plans and evaluates probation services: investigation, day reporting, offenders work crew, and restitution programs.
- Provides education and direction of probation officer staff in specialized area, i.e. – mental health, substance abuse, sexual deviancy, domestic violence.
- Determines goals and strategies to accomplish probation plans.
- Plans, organizes, coordinates and manages daily procedures personnel, and case flow.
- Evaluates the work performance of subordinate supervisory staff for probation officers, for the Work Crew Program, Administrative Support Section, Day Reporting Program.
- Analyzes workspace requirements for staff and recommends remodeling or modifications as necessary, ensures compliance with WAC 440-22-165.
- Makes staff appointment recommendations.
- Represents the division during labor negotiations.
- Reviews proposed disciplinary actions of subordinate supervisors and initiates disciplinary actions for other staff.
- Reviews security requirements and procedures for the Division.
- Represents the Division or serves as liaison for the Division on various local and state professional boards and committees.
- Reviews new Washington Administrative Codes for impact on Probation Division operations.
- Handles complex issues/questions and works with subordinates on complex and/or sensitive situations.

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- Coordinates and directs the probation components of software development.
- Maintains state and national professional affiliations to enhance any probation division programs.
- Makes periodic field visits and oversees staff meetings for all units of the division.
- Maintains effective working relationships with courts, local bar, corrections institutions, law enforcement agencies, various governmental units, community treatment providers and the public through personal contact, and community projects.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- 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.

Other Job Functions:

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

Knowledge, Skills and Abilities

- Knowledge of philosophy and operation of the Justice System.
- Knowledge of alcoholism, domestic violence, drug abuse, sexual deviancy, 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.
- Skill in interviewing; diagnostic and counseling techniques.
- Considerable knowledge of individual and group behavior applicable to the probation field.
- Progressively responsible experience with the theory, principles, and practices of management, including the principles and practices of personnel management.
- Considerable knowledge of the principles of program planning, supervision, organization and administration.
- Thorough knowledge of policies, procedures, and regulations, pertaining to misdemeanor probation activities.
- Knowledge of the on line automated court/probation case management systems.
- Ability to possess and maintain DUI Assessment Officer Qualifications per WAC 388.805.810.
- Ability to plan, assign and coordinate the work of subordinates.
- Ability to express ideas and recommendations effectively.

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.

Recruiting Requirements

A bachelor's degree in Sociology, Psychology, Criminal Justice or Public Administration with a minor in the social sciences plus five years experience at the equivalent of a Probation Officer II supervisory position. Ability to complete the Washington State Criminal Justice Training Commission courses for Corrections Supervisor Training within six months of employment as required under RCW 43-101.220. Within one year

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of employment meet the WAC 388-805-220, Qualified Probation Assessment Officer requirement. Clinical Supervisor status with the Washington State Division of Alcohol and Substance Abuse will be required within a reasonable time. The probation manager is appointed by and reports to the District Court Administrator.