

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Probation Assistant

DEPARTMENT: District Court

MONTHLY SALARY: \$2,967.00 plus benefits

UNION STATUS: Courthouse Bargaining Unit - Initiation Fee and monthly dues required

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: Open until Filled

LOCATION: Colfax

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview and clerical test.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any persons requiring accommodation should advise us of that need.

Whitman County POSITION DESCRIPTION



Effective Date: January 2018
Position Title: Probation Assistant
Job Family Classification #: 086
Department Title: District Court
Department Code: 030
Pay Grade: Program Representative
FLSA Status: Non-Exempt
Union Status: Represented, Courthouse Bargaining Unit
Reports to: District Court Administrator

BASIC PURPOSE

To assist professional staff by performing a variety of routine duties; including clerical, financial, typing and other related duties as required.

NATURE OF WORK

Performs a variety of clerical, financial and typing duties for the adult probation office; a division of District Court. Work involves a variety of support duties for the Probation Officers, including routine data inquiries, entering data into computerized databases, and providing verbal and written feedback to clients and professional staff. The Probation Assistant in the Probation office has contact with the public, other departments, private, and public officials.

SUPERVISION EXERCISED AND RECEIVED

Supervision of this position is provided by the Probation Officer and/or higher level management personnel. Although not a primary responsibility this position, supervision may be indirectly exercised over other office assistant employees.

Work is normally performed independently after initial introduction to all duties of the position, usually accomplished within six (6) months after employment.

ESSENTIAL FUNCTIONS:

Highly skilled in customer service. Provides verbal and written feedback and information to defendants, victims, attorneys, administrators, elected officials and the general public; enters, inquires, and extracts data from computer systems; assists clients in completing necessary forms and paperwork; prepares routine correspondence and documents; maintains and updates files; collects urinalysis specimens from clients as directed by supervision.

Learn the basic principles of Probation Department functions, services, and programs. Obtain and record accurate information using a variety of computer based systems; understand and follow the written and oral directions from a variety of sources; communicate clearly orally and in writing.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

Establish positive working relationships with co-workers, department heads and the public; ability to work independently and meet deadlines; confrontation and de-escalation skills; flexibility.

EXAMPLE OF DUTIES

- Answer and screen incoming calls from the public, defendants, attorneys and others.
- Perform reception duties for Probation Office.
- Collect appropriate case files and other data pertaining to inquiries.
- Review case files and other data in order to respond to inquiries.
- Inform defendants as to probation obligations; actions needed and/or procedures to follow.
- Manage casefiles for Probation office; organize and record information according to office procedure.
- Collect account receivable and record all probation financial transactions in accordance with office procedure.
- Inform defendants, victims, court clerks and other involved parties of status of case.
- Collect urinalysis specimens from clients as directed.
- Perform other duties as required.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Knowledge of business English, spelling and arithmetic.
- Knowledge of general office practices and procedures.
- Some knowledge of the basic principles and practices of clerical bookkeeping as required by the position.
- Knowledge of computers and word processing programs.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to understand and apply available guidelines to varied operational requirements, and to follow stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner.
- Ability to operate equipment associated with the position and to learn office methods, rules and policies.
- Ability and willingness to work in sometimes hazardous conditions as required by the position.
- Efficiency and speed required I both data entry and ten-key.

EXPERIENCE, EDUCATION, AND TRAINING

Two (2) years of general clerical, financial, and typing work experience applicable to the work of the position,

OR

Substituting, on a month for month basis, any experience, education, or training which would demonstrate the level of knowledge and ability required.

May be required to be bondable.

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