

PROBATION SERVICES DIVISION MANAGER

District Court

Open: 05/01/2022

First Review Date: May 23rd, 2022

SALARY

\$7,178 - \$10,141 per month

Applications will be accepted until an adequate number of applications are received, or the position is filled. This recruitment may be closed at any time after the first review date.

MISSION AND VISION OF DISTRICT COURT

The **mission** of Clark County District Court is to serve the people of Clark County by delivering the highest quality of justice services and providing equal access to the court and its programs; and to treat all persons with fairness and respect.

The **vision** of Clark County District Court defines our standards for public service and operations, and the values we are continually refining:

Clark County District Court will:

- Be sensitive and responsive to the needs of our diverse community;
- Have a service-oriented approach;
- Advocate for investment in the justice system of Clark County to preserve access to justice for all residents;
- Utilize technology to increase access and convenience in using the Court's services;
- Ensure equal application of the judicial process to all cases, which are fairly decided based upon legally relevant factors.

DIVERSITY, EQUITY AND INCLUSION STATEMENT:

Here in District Court, we strongly believe in the value and the power of diversity, equity, and inclusion. We are committed to making them central to our mission and vision as we serve our community and each other.

We celebrate **diversity**, because it brings innovation and offers unique perspectives and learning opportunities.

We are intentional with advancing **equity**, because it allows all of us to achieve great things while honoring individual uniqueness.

We champion **inclusion**, because when we belong, we are free to be our genuine best selves and build meaningful partnerships.

PROBATION SERVICE DIVISION MANAGER GENERAL FUNCTIONS:

The Probation Services Division Manager (PSDM) is responsible for helping the executive team accomplish the Court's mission. The PDM is responsible for leading the senior management positions within the Probation Services Division. This position reports directly to the Deputy Court Administrator.

As part of the District Court Executive Leadership team, the Probation Services Division Manager assists the executive team in providing leadership, vision, and development of a long-term strategy for effective probation, pretrial, and community restitution services. This includes:

- Managing division leaders of the organization.
- Providing leadership and guidance for probation, pretrial, and community restitution.
- Maintaining excellent working relationships with judges, administrators, and justice system partner agencies.
- Participating in the recruitment and hiring of new personnel.
- Performing other duties as assigned by the Deputy Court Administrator.

- Serving as liaison with law enforcement, members of the local bar, Prosecuting Attorney's Office, Indigent Defense Office, and other agencies regarding daily operations of the Probation Division of District Court.
- Representing the Court and serving as liaison for the Court with various agencies and county and state committees.

PROBATION SERVICES DIVISION MANAGER KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated knowledge of, or ability to become skilled at:

- Court and justice system environments;
- Principles and practices of public sector planning, budgeting, policy-making, leadership, performance measurement and management;
- Separation of powers among government branches;
- Intergovernmental and inter-organizational relationships;
- Principles of team building, personnel management, mentoring, staff education and training, and supervision;
- Information, telecommunications, and records management principles and technology;
- Customer service, public education, media and public relations concepts and techniques;
- Effective case-flow management principles;
- Evidence based probation, pretrial and community restitution practices;
- Laws, court rules, regulations, and procedures for courts of limited jurisdiction, preferably for Washington State.

Demonstrated ability in:

- Consensus building, mediating, and resolving complex, controversial, and potentially divisive issues;
- Effectively working with judges and other elected officials;
- Effective problem-solving;
- Interpersonal relations;
- Contract negotiating;
- Persuasive and patient communication;
- Priority setting;
- Meeting and group facilitation;
- Strategic thinking;
- Making critical decisions involving complex issues;
- Working collaboratively and building strategic teams;
- Effective writing, speaking, and listening
- Working with racially, ethnically, and other diverse groups of people;
- Supervising and evaluating staff;
- Developing, writing, and implementing court policies and procedures;
- Commitment to continual training and education.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, or a closely related field with four or more years of demonstrated experience as a criminal justice manager or administrator. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS

Must possess a valid Washington State Driver's License, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of a Clark County background investigation which includes criminal history (limited to the last 10 years) is required prior to employment.

SELECTION PROCESS

Application Review – Incomplete applications will not pass the review; attaching a resume or referring to a resume does not substitute for a completed application. Candidates will be evaluated based on the content of their applications and those deemed most qualified will be invited to participate in the remainder of the selection process.

Cover Letter (Pass/Fail) – In addition to the Clark County application, applicants must submit a cover letter detailing their experience in court management. ***Document must be added to the Documents section of My Application. Please address the letter to Deputy Court Administrator Bryan Farrell and include the Recruitment Number in the file name (i.e., Cover LetterXXXXXX.doc).*** **Applications that do not include a Cover Letter will not be considered.**

Oral Interview – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Employment References may be conducted for the final candidates, including verification of education.

HOW TO APPLY

Apply online on our website @ www.clark.wa.gov/human-resources/before-you-apply. Application materials are due by the closing date listed on the recruitment. Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

Phone: (360) 397-2456 **Relay** (800) 833-6388
E-MAIL HRADMIN@clark.wa.gov

BENEFITS AND SALARY INFORMATION

Clark County offers a comprehensive benefits package including:

- Medical/Dental/Vision Insurance
- Paid Days Off
- Deferred Compensation (457 Plan)
- Retirement Options
- Employee Assistance Program
- 10 Paid Holidays
- Flexible Spending
- Life Insurance
- Supplemental Life Insurance
- Long-Term Disability

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

THE COUNTY

Clark County is in the southwestern part of the State of Washington, across the Columbia River from Portland, Oregon. With almost 600 programs serving nearly 436,000 residents, the county provides a wide variety of employment opportunities for about 1600 people. Clark County's structure is complex, with 18 elected officials, 13 regional councils and districts, and numerous appointed boards. Although the county seat is in downtown Vancouver, county employees provide services to all its residents, from urban cities and towns, to the hundreds of miles of beautiful countryside. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/human-resources/documents>



If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (360) 397-2456; Relay (800) 833-6388.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.