



Tukwila Municipal Court

MEMORANDUM

TO: Community Service & Safety Committee

FROM: Kimberly Walden, Presiding Judge
LaTricia Kinlow, Judicial Branch Administrator

DATE: August 16, 2021

SUBJECT: Request to replace the .75 FTE Jail Alternative Specialist Vacancy with 1 FTE Court Support Services Case Manager

ISSUE

Court Support Services (also known in other jurisdictions as Probation Services) has a .75 FTE Jail Alternative Specialist vacancy that we are requesting to reclassify and fill as a full-time Court Support Services Case Manager.

BACKGROUND

On January 4, 2021, the .75 FTE Jail Alternative Specialist position was vacated. It is the practice of this court to review vacated positions to see if the responsibilities can be absorbed by another position at the court. We also examine our internal processes to see if we are lacking sufficient and efficient coverage in other areas. Over the past several years the Probation Officer (now Court Support Services Division Manager) position has gone without adequate backup support. It is the one position in this court without backup support. This is due in part to the ARJ 11.2 requirements for persons filling this position:

RULE 11.2 QUALIFICATIONS AND CORE SERVICES OF PROBATION DEPARTMENT PERSONNEL

(a) Probation Officer Qualifications.

(1) A minimum of a Bachelor of Arts or Bachelor of Science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course of study in sociology, psychology, or criminal justice is preferred.

(2) Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.

(3) Education and training necessary to communicate

effectively, both orally and in writing, to interview and counsel offenders with a wide variety of offender problems, including but not limited to alcoholism, domestic violence, mental illness, sexual deviancy; to testify in court, to communicate with referral resources, and to prepare legal documents and reports.

(4) Anyone not meeting the above qualifications and having competently held the position of probation officer for the past two years shall be deemed to have met the qualifications. **This section was included to grandfather the probation officers that held this position prior to the creation of this rule.*

(b) Probation Officer - Core Services.

(1) Conduct pre/post-sentence investigations with face to face interviews and extensive research that includes but is not limited to criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, family and employer support, and complete written pre/post-sentence reports, which includes sentencing recommendations to the court.

(2) For offenders referred to the misdemeanor probation department, determine their risk to the community using a standardized classification system with a minimum of monthly face to face interviews for offenders classified at the highest level.

(3) Evaluate offenders' social problems, amenability to different types of treatment programs and determine appropriate referral.

(4) Supervise offenders with face-to-face interviews depending on risk classification system.

(5) Oversee community agencies providing services required of offenders with input to the judicial officer (e.g. alcohol/drug, domestic violence, sexual deviancy, and mental illness).

Over the past 20+ years the current Court Support Services Division Manager has had the unfortunate experience of operating without sufficient backup support which meant returning from vacations or sick leave to a substantial workload. The core service requirements established in ARLJ 11.2 requires anyone filling-in this role (even temporarily) to meet the minimum qualifications. We are hopeful that we can use this opportunity to address this issue by replacing the .75 FTE Jail Alternative Specialist vacancy with one full-time Court Support Services Case Manager (Probation Officer). In addition to the traditional probation responsibilities, the case manager will also be responsible for the jail alternative program, facilitating DV MRT sessions and overseeing the Tukwila Court Connections Center.

FINANCIAL IMPACT

The .75 FTE Jail Alternative Specialist position is included in the court's 2021-2022 budget. However, the salary and projected benefits for a full-time Court Support Services Case Manager will require a budget amendment to cover the additional expense. We requested and received the following salary information from HR & Finance:

	Grade	Step 5	Step 5
Jail Alternative Specialist	A13	\$5,526.00	\$4,144.5
FICA/Medicare		\$422.74	\$317.05
PERS		\$716.72	\$537.54
Ind Insurance		\$28.20	\$21.15
Medical/Dental		\$2,357.33	\$1,768.00
Vision		\$17.30	\$12.98
Life		\$7.00	\$5.25
Ltd		\$10.78	\$8.09
WPFML		\$8.18	\$6.14
Total Monthly Salary with Benefits		\$9,094.25	\$6,820.70
		100%	75%
		Step 5	Step 5
Court Support Services Case Manager	C41	\$8,289.00	\$6,216.75
FICA/Medicare		\$634.11	\$475.58
PSERS		\$1,015.40	\$761.55
Ind Insurance		\$28.20	\$21.15
Medical/Dental		\$2,357.33	\$1,768.00
Vision		\$17.30	\$12.98
Life		\$7.00	\$5.25
Ltd		\$16.16	\$12.12
WPFML		\$12.27	\$9.20
Total Monthly Salary with Benefits		\$12,376.77	\$9,282.58

Monthly difference at 1 FTE is **\$3,282**. Annual difference is **\$39,384**.

RECOMMENDATION

Court staff recommends this committee approve this request in its entirety and forward this request to the August 23, 2021 Committee of the Whole and September 13, 2021 Special Meeting.

ATTACHMENT

Included with this memo is the position description and the court organization chart including this requested position. Please let us know if additional information is needed.

Thank you in advance for your consideration and support of this request. We look forward to further discussing this with you.



TUKWILA MUNICIPAL COURT

CASE MANAGER

Position Description

BASIC FUNCTIONS:

The Court Support Services Division is an entity that provides services designed to assist the court in the management of criminal justice and thereby aid in the preservation of public order and safety. The industry title commonly used for this position is “Misdemeanant Probation Officer”. Under the direction of the Court Support Services Division Manager, this position provides professional assessments and case management services for misdemeanor offenders from the Tukwila Municipal Court. Ensures compliance with the orders of the court; preserves public safety; uses evidence-based practices to reduce recidivism; serves as a liaison between the court and the offenders.

Work is characterized by professional, technical, and confidential work in providing varied case management services. Duties and responsibilities include, but are not limited to, pre-sentence interviewing; evaluation and report writing, meeting face-to-face with clients regarding progress; providing counseling; writing correspondence; interacting with treatment agencies; and making court appearances. The incumbent is required to be acquainted with agency, City, State and Court policies, procedures, and regulations; apply evidence-based diagnostic and counseling principles; efficiently utilize available community resources in determining the best alternative for a given situation or case.

Work is performed under limited supervision. While the supervisor sets the overall objectives, the case manager and supervisor work together to develop the deadlines, projects, and work to be completed. The case manager is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The case manager keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Treat all clients with respect and dignity;
- Conduct pre-sentence investigations;
- Conduct in-depth interviews with clients both in and out of custody in order to gather accurate data regarding background and present situation(s);
- Write pre-sentence reports containing summary background data gathered in pre-sentence interviews, collateral contacts, and existing court, probation, and treatment documents; assess problem areas, including alcohol, drugs, domestic violence, mental illness and history of non-compliance with court-ordered conditions; and submit reports, including sentencing alternatives, proposed revocation actions, or changes to current sentencing conditions, to the court;
- Monitor clients’ compliance with sentencing conditions using monthly contact per standardized risk classification system, monthly contact with treatment providers, random urinalysis or breath testing, and by requiring clients to file documentation of compliance (such as Alcoholics Anonymous/Narcotics Anonymous slips, copies of medical prescriptions, or proof of community service hours);

- Assist clients with problems that affect individual case management plans; assist in vocational, education or employment planning; and consult with higher-level personnel on difficult or complex cases.
- Communicate effectively, both orally and in writing, to interview and counsel clients with a wide variety of problems, including but not limited to alcoholism, domestic violence, mental illness, and sexual deviancy;
- On order from the court, meet with clients in custody;
- Maintain computer log of contacts and information obtained relative to an individual case;
- Represent Court Support Services at review hearings, giving information about clients' current status; and/or appear in court to testify regarding client related issues;
- Submit reports to the court and other recipients as legally appropriate;
- Attend meetings and conferences and participate in staff development activities to increase competence;
- Become familiar with, follow, and actively support the vision, mission and value statements of the court and the City;
- Process Interstate Compact applications and transfers;
- Facilitate in-house classes;
- Assist with all aspects of the Tukwila Court Connections Center (TC3);
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Criminal Justice System;
- Courtroom policies, procedures and practices;
- Legal forms, documents and terminology;
- Community resources including local social service agencies and the services provided;
- Municipal government policies, procedures, structure; and applicable local, state and federal laws, codes, regulations and ordinances;
- State, county and local agencies and offices involved in court related activities
- Interviewing Techniques;
- Effective interpersonal skills using tact, patience and courtesy;
- Modern office practices, procedures and equipment including personal computers and related software such as Microsoft Office Suite;
- Correct usage of English grammar, spelling, punctuation and vocabulary;
- Effective oral and written communication.

SKILLED IN:

- Interviewing clients, which includes putting person(s) at ease, conveying ideas verbally, obtaining information and directing the interview;
- Working independently under high pressure to prioritize caseloads and meet timelines and directives;
- Effectively using interpersonal skills in a tactful, patient and courteous manner;
- Maintaining interrelated records and files;
- Resolving issues and conflicts in a professional, courteous and non-threatening manner;

- Counseling skills necessary to evaluate and act on client crisis, assess client needs, motivate clients, and make recommendations to the court.

ABILITY TO:

- Exercise independent judgment in a sensitive environment;
- Collect relevant case evidence and information;
- Make relevant evaluations and appropriate recommendations based on information obtained during a pre-sentence investigation;
- Effectively speak and present information and respond to questions in a courtroom environment, with small groups of managers and coworkers, and with peers;
- Effectively communicate with and work with clients and other people of diverse social, cultural, ethnic and lifestyle backgrounds;
- Interact with emotionally distraught, irate and combative individuals;
- Enforce and monitor court requirements and report all violations;
- Serve as an agent of the court;
- Exercise and demonstrate a non-judgmental attitude;
- Within the parameters set forth by the court, exercise a reasonable amount of discretion regarding non-compliance;
- Accept authority as well as use authority;
- Establish and maintain effective and cooperative working relationships with others including coworkers, supervisors, Judges, court personnel, police officers, attorneys, prosecutors, treatment providers and staff members from public and private agencies;
- Apply modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs;
- Work confidentially with discretion;
- Work effectively as a member of a team;
- Understand and follow oral and written directions;
- Read, understand and explain documents such as policy manuals and legal and technical court procedures;
- Effectively write reports, correspondence and procedures;
- Respond to common inquiries or complaints from victims, witnesses, offenders, outside agencies or the public;
- Add, subtract, multiply and divide;
- Apply common sense understanding to solve practical problems;
- Maintain records and prepare reports;
- Plan and organize work to meet schedules and timelines;
- Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE REQUIRED BY ARLJ 11

Education: Bachelor's degree in sociology, psychology, behavioral science, law enforcement or other closely related field that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment.

Experience: Two (2) years of interviewing and social/psychological diagnostic experience, preferably in the criminal justice system.

*Graduate work or special education and work experience in the diagnosis and treatment of alcoholism, other substance abuse, domestic violence and mental health may be substituted for the work experience on a month-for-month basis.

EXPERIENCE PREFERRED:

- Certification in Moral Reconciliation Therapy and/or Domestic Violence Moral Reconciliation Therapy;
- Foreign Language Proficiency;
- Training and experience creating Case Management Plans;
- Experience working in Courts of Limited Jurisdiction and/or Misdemeanant Probation.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment;
- Must successfully complete the Misdemeanant Probation Counselor's Academy within six (6) months of employment as required by WAC 139-10-210;
- Must successfully pass a thorough background check;

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal and laptop computers, telephone, fax, copy machine, calculator, projector, digital camera and portable breath test.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; type on a keyboard for extended periods of time; talk; and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS:

Work is generally performed in an indoor courtroom and office environment although may occasionally require visits to an adult correctional facility. While performing the duties of this job, the employee may be exposed to individuals who are irate, disgruntled and/or hostile. The noise level in the work environment is usually moderate.



TUKWILA MUNICIPAL COURT ORGANIZATION CHART

2021-2022

