



HUMAN RESOURCES DEPARTMENT, KITTITAS COUNTY

205 W 5th Ave., Suite 107, Ellensburg, WA 98926
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https://www.co.kittitas.wa.us/

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN KITTITAS COUNTY AND LOCAL 760 (PROBATION)
TO RECOGNIZE AND CLASSIFY THE CASE MANAGER POSITION

This MOU is entered into between Kittitas County and Teamsters 760 (Probation), for the purpose of establishing the following:

After thorough review and consideration of the staffing needs of the Misdemeanant Probation Office, Kittitas County and Teamsters 760 (Probation) have reached an agreement to recognize the position of Case Manager (job description attached) as part of the Probation bargaining unit and have agreed on the following wage scale based on 82% of the 2026 Probation Officer wage:

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Misdemeanant Probation Officer	\$6085	\$6237	\$6393	\$6553	\$6717	\$6885	\$7057
CASE MANAGER (step 1 equal to 82% of PO step 1, then 2.5% between steps)	\$4990	\$5115	\$5243	\$5374	\$5508	\$5646	\$5787

The Union was kept informed and actively participated in the changes indicated herein. This MOU will amend the collective bargaining agreement only as indicated above; the remainder of the CBA will remain unaltered.

By acceptance and signature below, both parties agree that these solutions are reached through mutual understanding.

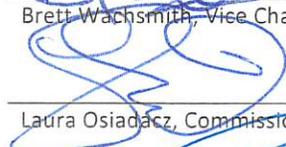
DATED this 10th day of March, 2026.

FOR THE UNION


Richard A. Salinas, Secretary-Treasurer 3.5.26

FOR THE EMPLOYER

Absent
Cory Wright, Chair

Brett Wachsmith, Vice Chair

Laura Osiadacz, Commissioner

Presiding Superior Court Judge, Lower Kittitas District



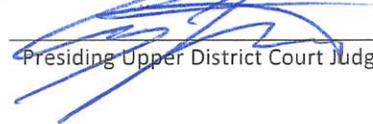
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Presiding Lower District Court Judge
Superior Court Judge


Presiding Upper District Court Judge

ATTEST

Julie Kjorsvik, Clerk of the Board



Kittitas County, Washington

Job Description

POSITION TITLE: CASE MANAGER

Reviewed: Modified: 1/21/2026

REPORTS TO: CHIEF PROBATION OFFICER

DEPARTMENT: MISDEMEANANT PROBATION SERVICES

JOB SUMMARY The Case Manager is responsible for monitoring approximately 1000+ adult misdemeanor offenders to ensure compliance with their court orders and assists in the development and analysis of misdemeanor statistics. Must maintain courteous and cooperative working relationships with administrative and other County personnel, public agencies, and the general public, and work under the guidance of Local/State/Federal regulations and County policies/procedures.

SUPERVISORY DUTIES: None

CATEGORY: Full-Time

OCCUPATION CODE: 2708

UNION AFFILIATION: Local 760 (Probation)

HOURS/WEEK: 40

FLSA STATUS: Non-Exempt

DRS ELIGIBILITY: PSERS

BACKGROUND CHECK LEVEL: High

PROBATIONARY PERIOD: 12 Months

ESSENTIAL FUNCTIONS:

Monitor adult misdemeanor offenders to ensure compliance with their court order(s)

- Monitor offenders' progress and compliance with conditions of their probation.
- Explain probation requirements to ensure compliance with orders and reduce possibility of re-offending.
- Initiate correspondence as necessary to ensure compliance.
- Direct offender to comply with court ordered legal financial obligation.
- Record all steps taken to ensure compliance.
- Correspond with treatment agencies if necessary.
- Perform driver's license and criminal history checks and/or review court fines.
- Determine appropriate action to be taken to ensure compliance.
- Prepare a violation report of non-compliance and refer to the appropriate court for action.
- Collect urinalysis samples to ensure compliance with offenders.
- Advise Probation Officers of violation issues for their presentation to the courts.
- Testify at hearings regarding issues of non-compliance
- Operate the WSP Access system in service to the office and to ensure compliance by offenders.
- Enter and update data in case management computer system.
- Assist in assuring accounting functions are accurate for probation fees.

Assist in the development and analysis of misdemeanor statistics for efficient case management and external data dissemination by the Chief Probation Officer

- Collect case file data from the appropriate staff for compilation into a comprehensive report.
- Assist developing and maintaining records system indicating demographics e.g. alcohol/drug, gender, ethnicity.
- Assist in preparation of quarterly reports including case numbers assignment, court, risk factors, and demographics.
- Maintain a record system compiling relevant statistics for quarterly, annual, and special request reports.

Customer service and safety duties



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- Obtain knowledge of each court's record system and procedures, i.e.: JIS, Enterprise Supervision, Enterprise Justice, and ACCESS.
- Maintain positive communication with court clerks, judges, attorneys and law enforcement as directed.
- Maintain a good working knowledge of the court, its rules, regulations and any policy changes.
- Operate computer systems to retrieve data and enter data.
- Handle and maintain office contact with offenders and public in a professional manner.
- Respond to and answer questions from offenders and the community regarding probation as directed.
- Support clear lines of communication with treatment agencies and courts.
- Develop knowledge of available departmental services to assist law enforcement, courts and community agencies.
- Maintain the confidentiality of client records in contacts with the public and other agencies.
- Monitor the safety of co-workers when dealing with violent or aggressive offenders.
- Update skills through appropriate training to ensure the safety of self and others.
- Notify law enforcement agencies of safety issues to potentially hazardous situations.

OTHER FUNCTIONS:

- Attend training to improve existing skills and develop new skills.
- Participate actively in case staffing and performance reviews.
- Review existing policy and develop professional practices in probation and criminal justice system work.
- Attend and participate in professional associations.
- Maintain an appropriate professional attitude, appearance and participate in appropriate stress reduction methods.
- Develop and expand skills for professional enhancements by learning and observing probation officer functions under direction by supervisor.
- Maintain WSP Access level 2 qualification through careful application and training.
- Function as the department's Terminal Agency Coordinator (TAC) as assigned by the Chief Probation Officer.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Associate's Degree or at least two (2) years of higher-level education in Social Sciences, Psychology, Sociology, or related field.
- Two (2) or more years' experience working in a confidential office setting.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as seriousness of the conduct, number of convictions, the place and manner in which the position will be performed, and any verifiable information related to the candidate's rehabilitation, good conduct, work experience, education, and training will be taken into consideration.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Ability to communicate effectively, both in verbal and written form.
- Ability to deal with potentially aggressive or hostile offenders and family members.



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- Ability to maintain confidentiality.
- Ability to maintain a positive demeanor and work cooperatively with coworkers and management.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Strong organizational and multi-tasking skills.

PREFERRED QUALIFICATIONS:

- Bilingual skills (English/Spanish).

WORKING CONDITIONS:

Work is typically performed in an office environment but may include other indoor and outdoor locations. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs. Must be able to manage conflict situations and work in close proximity with potentially aggressive/hostile individuals/families while maintaining a calm professional demeanor. Safety rules/regulation must be adhered to at all times, including PPE when necessary.

Travel both in and out of the County will be required to attend meetings, conferences, and training events; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Work is typically performed during regular business hours, Monday through Friday. Some variation may be necessary including evenings and weekends. Regular and reliable attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARATION AND REVIEW

Must be completed with all revisions of the job description.

_____ Supervisor Name	_____ Title	_____ Date
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_____ HR Representative Name	_____ Title	_____ Date
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EMPLOYEE ACKNOWLEDGEMENT

I understand the job duties and responsibilities contained in this job description and as described by the immediate supervisor.

_____ Employee Name (print)	_____ Employee Signature	_____ Date
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