

DEPUTY PROBATION OFFICER I / II

DEFINITION

To investigate cases of juvenile delinquency or dependency and adult applicants for probation; to supervise and counsel juveniles and adults on probation; to prepare reports and recommendations for court.

DISTINGUISHING CHARACTERISTICS

Deputy Probation Officer I is the entry level class in the Deputy Probation Officer series. This class is distinguished from Deputy Probation Officer II by the assignment of less complex cases and by the absence of state certification. Since this class is typically used as a training class, employees have only limited or no directly related work experience.

Deputy Probation Officer II is the full journey level class within the Deputy Probation Officer series. Employees within this class are distinguished from the Deputy Probation Officer I by the assignment of the more complex probation cases and the completion of state training certification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Deputy Probation Officer I / II is flexibly staffed and positions at the II level are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer and direct supervision from the Supervising Probation Officers.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Supervises and counsels adults and juvenile probationers and drug and domestic violence diversioners; prepares and carries out case plans.

Prepares and presents reports and recommendations regarding juveniles and adults for the Superior Court.

Investigates offenses against the law by juveniles and adults, and prepares a variety of reports to the court on individuals under the jurisdiction of the court.

Represents the Probation Department before the court; presents detailed oral arguments and position statements.

Transports juvenile offenders to Juvenile Hall and other placements.

Analyzes and uses information gathered by interviewing the accused and others involved in a case to assess client needs; develops a supervision plan designed to achieve desired behavioral changes; prepares progress reports.

Arrests juveniles / probationers, or makes arrangements through law enforcement agencies for the arrest of juveniles / probationers who violate the law and terms of probation; physically restrains juveniles / probationers when necessary.

Organizes and manages a caseload.

Performs a variety of preventive counseling services for adults and juveniles; refers probationers to other agencies as appropriate.

Assists the District Attorney in handling adult and juvenile court hearings.

Prepares and submits reports regarding violations of probation, termination of probation, expungements and sealing of records, and bail reduction.

Makes financial arrangements for the collection and distribution of fines, restitution and other payments.

Coordinates probation activities with other county departments and divisions and with outside agencies as appropriate.

Recruits probationers for community service programs.

Reviews probation work for compliance with laws, rules, regulations, professional standards and established policies.

Reviews and evaluates court decisions and legislation to determine effects on the probation program.

Provides courtesy supervision of adults and juveniles on probation from other counties.

Conducts searches of probationer's person, property and residence to ensure compliance.

Performs special duties as assigned, which may include such duties as serving as liaison to schools when dealing with truant students; processing urine samples for drug usage and performing related investigations, enforcement and coordination activities; conducting juvenile hearings; coordinating out-of-home placement of juveniles with care providers, etc.

Prepares required reports, records and correspondence.

Performs related duties as assigned.

Deputy Probation Officer I

QUALIFICATIONS:

Knowledge of:

State and county laws governing juvenile and adult probation work including the penal, health and safety, and civil codes.

Pertinent federal, state and local laws, codes and regulations.

Basic principles of applied psychology and sociology.

Basic principles of adult and juvenile probation.

Investigation techniques.

Procedures for the preservation and presentation of evidence.

Basic legal terminology, forms and court procedures.

Arrest, search and seizure procedures.

Business letter writing and basic report preparation.

English usage, spelling, punctuation and grammar.

Modern office practices and technology, including the use of computers for word processing and records maintenance.

Ability to:

Effectively provide a variety of probation services, including counseling and supervision of cases.

Understand and deal effectively with probationers and applicants.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Learn the organization, policies and operating procedures of the department.

Analyze emotional and behavioral disorders and carry out treatment plans.

Exercise skill and judgment in the assessment and treatment of probationers and families.

Understand and follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records and prepare required reports in a clear, concise manner.

Deputy Probation Officer II (in addition to that required of the Deputy Probation Officer I):

QUALIFICATIONS

Knowledge of:

Services of public and private agencies available to probationers.

Principles of applied psychology and sociology.

Modern principles of adult and juvenile probation.

Probation case work, including interviewing and counseling techniques.

Legal terminology, forms and court procedures.

Ability to:

Provide counseling and supervision of difficult cases.

Deal effectively with probationers and applicants in crisis situations.

Analyze investigational materials and make proper deductions.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Deputy Probation Officer I:

Experience:

Some experience in the field of probation or law enforcement is desirable.

Training:

High school diploma or GED equivalent supplemented by additional specialized training in law enforcement, criminal justice or related field is desirable.

Desirable Qualifications:

Bachelor's degree from an accredited college or university in psychology, social work, political science, administration of justice or closely related field is highly desirable.

Deputy Probation Officer II:

Experience:

One year of experience as a Deputy Probation Officer I in Glenn County or equivalent experience in probation or law enforcement.

Training:

High school diploma or GED equivalent supplemented by 200 hours of state-mandated training. Additional specialized training in law enforcement, criminal justice or related field is desirable.

Desirable Qualifications:

Bachelor's degree from an accredited college or university in psychology, social work, political science, administration of justice or closely related field is highly desirable.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Deputy Probation Officer I:

Possession of, or ability to obtain, a certificate of completion of a course prescribed by the Commission on Peace Officers Standards and Training pursuant to Section 832 of the California Penal Code.

Completion of, or the ability to complete within one year of date of hire, the STC Probation Officer CORE Course 173, Title 15, CCR, and the possession of, or the ability to obtain within 90 days of date of hire, California Penal Code 832 Certification.

Deputy Probation Officer II:

Completion of the STC Probation Officer CORE Course 173, Title 15, CCR and possession of the Penal Code 832 Certification.

SPECIAL REQUIREMENTS (for both):

Must pass a background check for security and finger print screening; must successfully complete a medical evaluation, mental evaluation and background investigation as required by the State of California.

| Deputy Probation Officer | I | II |
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| Classification Code: | 5123711 | 5133716 |
| Bargaining Unit: | 35 | 35 |
| FLSA Status: | Y | Y |
| Worker's Compensation Code: | 8810 | 8810 |
| Pay Table | CNTY | CNTY |
| Range: | Refer to current "Class Range Sort List" | |