

DEPUTY PROBATION OFFICER III

DEFINITION

To assist the Deputy Chief/Supervising Probation Officer in planning and reviewing unit work; to investigate cases of juvenile delinquency, status offenders, and adult probationers; provide professional casework services to adult and juvenile offenders involving the referral, supervision and rehabilitation of juveniles and adults on probation; provide advocacy and related services to victims of violent crimes; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Probation Officers in this class serve in a lead capacity and perform highly specialized work involving the application of extensive knowledge and experience in the field of probation. Incumbents are assigned the most difficult cases. An incumbent may be assigned to provide lead direction, train other staff, and represent the department at outside functions. Probation Officer III's are assigned more complex and technical matters within the office.

SUPERVISION RECEIVED AND EXERCISED

This class is distinguished from a Supervising Probation Officer by the latter's full scope of supervisory responsibilities. The incumbent receives direction from the Deputy Chief and Supervising Probation Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to conducting complex sentencing investigations and social case histories; presents cases in court; makes recommendations for terms of conditions of probation or sentencing; explains conditions of probation to clients and assures terms are complied with; services a caseload of convicted probationers; makes recommendations for revocation of probation or other dispositions for probationers who fail to comply with terms and conditions of probation; supervises convicted felons who are known drug abusers, collects urine samples and check for physical signs of continued drug use, makes periodic reports to the court on the progress, development, and needs of probationers; conducts probation searches maintains a variety of records and case files; writes reports, statements, legal documents, correspondence, and other written material; testifies in court; facilitates office workflow, monitors adherence to schedules and security; supervises assignment of equipment, reviews and approves probation reports for accuracy and thoroughness, and legality; assists in training new employees, acts as field training officer and mentor to less experienced staff; performs other duties as assigned.

ABILITY TO

Ability to set priorities and complete work in an efficient manner; direct, train, and mentor staff; make public presentations; read and comprehend complex written materials, including legal documents, psychological evaluations, other technical reports; write clearly and concisely; take sound independent action in an emergency or crisis situation; maintain composure in stressful

situations, understand and apply complex laws and regulations as they relate to probation work, work under pressure of changing deadlines and workloads.

QUALIFICATIONS

Knowledge of State, County and Federal laws governing juvenile and adult probation work including Penal, Health and Safety, Civil Codes; basic principles of applied psychology and sociology; principles of adult and juvenile probation; knowledge of techniques for dealing with clients from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone where relations may be confrontational or strained, thorough understanding of policies and procedures of the Glenn County Probation Department.

EXPERIENCE AND TRAINING

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:

Experience:

Three years of increasingly responsible experience as a Deputy Probation Officer II.

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.

LICENSE OR CERTIFICATE

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

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 Penal Code.

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

SPECIAL REQUIREMENTS

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

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| Classification Code: | 5143700 |
| Bargaining Unit: | 35 |
| FLSA Status: | Y |
| Workers' Compensation Code: | 8810 |
| Pay Table: | CNTY |
| Range: | Refer to current "Class Range Sort List" |