

**DEPUTY PROBATION OFFICER I / II / III/ IV**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. Provide professional casework services to adult and juvenile offenders involving the referral, supervision and rehabilitation of juveniles and adults on probation; and provide advocacy and related services to victims of crimes.

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.

**Deputy Probation Officer III** is the advanced journey level class with the Deputy Probation Officer series. Employees within this class are distinguished from the Deputy Probation Officer I and Deputy Probation Officer II by the assignment of highly specialized work involving the application of extensive knowledge and experience in the field of probation. Incumbents are assigned the more difficult cases. An incumbent may be assigned to provide lead direction to train other staff, and represent the department at outside functions. Probation Officer III's are assigned more complex and technical matters with the office. Provides leadership to lower level Deputy Probation Officers. No regular or full-time staff to supervise. Receives direction from Probation Officer IV, Deputy Chief Probation Officer and Chief Probation Officer.

**Deputy Probation Officer IV** is the senior position in the Probation Officer series, and handles the most difficult probation cases. Employees within this class is distinguished from the next lower class of Deputy Probation Officer III by the assignment of supervisor duties and by the demonstrated ability of an incumbent to perform the most difficult assignments which require considerable skill, professional judgment and thorough knowledge of departmental policies and procedures. The Probation Officer IV provides direct supervision to lower level probation officers. Receives direction from the Deputy Chief Probation Officer and the Chief Probation Officer.

SUPERVISION RECEIVED AND EXERCISED

Deputy Probation Officer I/II  
Rev.-11/05/06  
Rev.-07/01/07  
Rev.-07/13/08  
Rev. 07/01/11

M.O. #24.b.1-11/07/06  
M.O. #24.b.1 - 11/07/06  
M.O. #24.b.1 - 11/07/06  
M.O. #25 - 10/20/09

Receives direction from the Chief Probation Officer/Deputy 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 utilizing evidence based practices, administer risk/needs assessments; prepares and carries out case plans.

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

Investigates violations of 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 juvenile/adult probationers, or makes arrangements through law enforcement agencies for the arrest of juvenile/adult probationers who violate the law or terms of probation; physically restrains juvenile/adult 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.

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

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.

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

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, processes urine samples for drug usage and performing related investigations, enforcement and coordination activities; coordinating out-of-home placement of juveniles with care providers, etc.

Prepares required reports, records and correspondence.

Carry and demonstrate proficiency and qualify quarterly with pistol, shotgun and rifle depending on assignment.

Performs related duties as assigned.

Deputy Probation Officer III: In addition to the above duties a Deputy Probation Officer III may perform the following additional duties:

Conducts complex pre-sentence investigations and social case histories.

Presents cases in court, makes recommendations for terms and conditions of probation or sentencing.

Explains conditions of probation to probationers to ensure compliance with the order of the court.

Supervises a caseload of juvenile/adult probationers; makes recommendations for revocation of probation or other dispositions for probationers who fail to comply with the terms and conditions of probation.

Collects urine samples and checks for physical signs of continued drug use.

Makes periodic reports to the court on progress, development, and needs of probationers.

Reviews and approves probation schedules and security.

Supervises assignment of equipment.

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, Vehicle, Business and Professions, Welfare and Institutions and Civil Codes.

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

Basic principles of applied psychology and sociology.

Basic principles of evidence based practices.

Basic principles of adult / juvenile probation.

Investigation techniques and motivational interviewing

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 motivational interviewing 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

Effectively and safely carry a firearm.

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

QUALIFICATIONS

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.

**Deputy Probation Officer IV (in addition to that required of the Deputy Probation Officer I/I/III):**

Ability to assign, supervise, and evaluate the work of Probation Officers I-III, review work to ensure compliance with applicable policies and procedures, and state and federal laws and regulations. Knowledge of appropriate calculation of inmate confinement time and matters or procedure.

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. 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. 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 III/IV:**

Experience:

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

Training:

High school diploma. 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/III:**

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

**Deputy Probation Officer IV:**

Within 12 months of selection, must successfully complete the Supervisory Core Course as required by California Board of Corrections and Rehabilitation under the Standards and Training for Corrections program.

SPECIAL REQUIREMENTS :

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.

**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 stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate

<b>Deputy Probation Officer</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Classification Code:	5123711	5133716	5143700	5153700
Bargaining Unit:	35	35	35	35
FLSA Status:	Y	Y	Y	Y
Worker's Compensation Code:	8810	8810	8810	8810
Pay Table	CNTY	CNTY	CNTY	CNTY
Range:	Salary Table	Salary Table	Salary Table	Salary Table