



COUNTY OF GLENN



Is recruiting for a

DEPUTY PROBATION OFFICER I/II/III

DEADLINE TO APPLY

Friday, February 4, 2022

COMPENSATION

I - \$21.88-\$26.59 Per Hour

II - \$24.17-\$29.39 Per Hour

III - \$26.71-\$32.48 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

POA Benefit Summary

THE SELECTION PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The Deputy Probation Officer I/II/III position in the Probation Department investigate cases of juvenile delinquency or dependency and adult applicants for probation; supervise and counsel juveniles and adults on probation; prepares reports and recommendations for court. Provides professional casework services to adult and juvenile offenders involving the referral, supervision and rehabilitation of juveniles and adults on probation; and provides advocacy and related services to victims of crimes. The Deputy Probation Officer I is the entry level class and the Deputy Probation Officer III is the advanced journey level position in the class. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

- Excellent communication and interpersonal skills to establish and maintain effective relationships.
- Knowledge of interviewing techniques and research methodology.
- Experience preparing and presenting written and oral reports.
- The ability to review, comprehend, and implement established policies and procedures.
- Experience utilizing and/or knowledge of evidence based practices.

WHAT YOU'LL DO

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

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to interpret and apply federal, state and local policies, procedures, laws and regulations.
- You have knowledge of basic legal terminology, forms and court procedures .
- You are able to communicate clearly and concisely, both orally and in writing.
- You have knowledge of arrest, search and seizure procedures.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - Some experience in the field of probation or law enforcement is desirable. II - One year of experience as a Deputy Probation Officer I in Glenn County or equivalent experience in probation or law enforcement. III - Three years of increasingly responsible experience as a Deputy Probation Officer II.

EDUCATION:

I /II/III- High school diploma. Additional specialized training in law enforcement, criminal justice or related field is desirable. 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.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, February 4, 2022. **The written test is scheduled for the week of February 14th, 2022. Oral Board test will be scheduled once the written test is completed.**

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

Application packets must include the following

- A Glenn County Employment Application
- Résumé
- Transcripts and/or Certificates
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.