

DEPUTY PROBATION OFFICER I

DEFINITION

Under direct supervision, to investigate cases of juvenile delinquency, family court matters, and adult referral for pre-sentence report and recommendation; to supervise a caseload of assigned probationers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the more basic assignments. As experienced is gained, incumbents perform more independent duties. Incumbents in this classification have Peace Officer status as per 830.5 P.C. An incumbent may be promoted to Deputy Probation Officer II when they have successfully completed 12 months of employment with the department, the Board of Corrections course for certified Deputy Probation Officer Core Training, **and** has demonstrated sufficient job knowledge and proficiency to work more independently. The Chief Probation Officer or his/her designee may approve the promotion of an incumbent prior to the completion of the required courses after 12 months of employment with the department, based on performance.

ESSENTIAL FUNCTIONS

REPORTS TO

Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Receives adult and juvenile cases assigned by supervisor;
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it;
- Interviews clients regarding the charges against them and develops family history and background information;
- Interviews client's families, victims and interested individuals to determine the nature of their environmental, employment, financial or marital issues;
- May talk to the referring law enforcement officer about the case;

- Prepares and submits a court report outlining pertinent information and recommending an appropriate sentence;
- Presents the report in court and answers the judge's questions concerning the case;
- May transport juveniles to/from court;
- Receives adult and juvenile cases assigned;
- Reviews the case files;
- Develops a plan for making regular contacts with the probationer and providing counsel, guidance, and support; holds regular interviews and counseling sessions with probationers;
- Arranges for restitution payments to be made;
- Checks with others who are aware of probationer's activities;
- Monitors behavior to determine compliance with conditions of probation;
- Records contacts in the case file;
- Reviews progress in the case with supervisor;
- Files probation violations as necessary;
- May serve as on-call officer for juvenile problems;
- Serves as intake officer in determining if a juvenile petition should be filed;
- Determines whether court action is necessary;
- Does crisis counseling as required;
- Conducts search and seizure of person, property and vehicles;
- Conducts individual and group counseling;
- Advises clients of available community resources;
- Prepares and maintains court records and reports;
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest;
- May arrest and transport probationers (adults and juveniles) if necessary;
- Maintains confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; frequent contact with staff and the public. The incumbent may work nights and may be subject to call-outs. Incumbent may be exposed to bio-hazardous waste.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, and State laws relating to probation work.

- Modern probation casework, objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Universal Healthcare Precautions

Ability and willingness to:

- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations
- Learn the applicable provisions of the Civil, Penal, and Welfare and Institutions, Education, Vehicle and Health and Safety Codes.
- Analyze investigation material and make proper recommendations.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Work cooperatively with peace officers and related social services agencies.
- Use computers.
- Make effective oral presentations.
- Prepare, review, and analyze data.
- Maintain confidentiality.
- Maintain composure in stressful situations.

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

Some previous work or volunteer experience in a probation-related field is highly desirable.

Graduation from college with a major in criminology, sociology, psychology, social work or closely related field is required.

Special Requirements:

- Possession of a driver's license valid in California.
- Ability to qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure and firearms.
- Ability to complete the Board of Corrections course for certified Deputy Probation Officer Core Training, and continued compliance with annual training requirements.
- Ability to obtain a CPR /First Aid Certificate.
- Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031.
- Ability to qualify with a firearm on a quarterly basis.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County

of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" and/or individual employment contract process and are subject to the Memorandum of Understanding or employment contract currently in effect.