

DEPUTY PROBATION OFFICER III

DEFINITION

Under direction, to investigate the more difficult and complex cases of juvenile delinquency, family court matters, and adult referral for pre-sentence report and recommendation; to supervise a caseload of assigned probationers; to provide lead direction and work coordination for other probation and support staff; to provide administrative support for the Chief Probation Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level and lead direction class for the Probation Officer series. Incumbents have responsibility for providing lead direction and coordinating training programs for other staff. They perform the most technical and complex probation casework, as well as the full range of probation assignments. They also provide administrative support for the Chief Probation Officer and provide coverage in the Chief's absence.

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.)*

- Provides lead direction, training, and work coordination for other Deputy Probation Officers and support staff;
- Perform administrative duties as delegated by the Chief Probation Officer;
- May serve as Chief Probation Officer in the Chief's absence;
- 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:

- Principles of adult and juvenile probation work, including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes applicable 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.
- Training requirements and programs for professional probation work.
- Principles of lead supervision and work coordination.
- Universal Healthcare Precautions

Ability and willingness to:

- Provide lead supervision and work coordination for other Department staff.
- Schedule and coordinate training programs for Department staff.
- Perform the most difficult and complex probation work.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.
- Interpret and apply appropriate 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 and provide training for groups.
- 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:

Two (2) years of professional probation work experience comparable to that of a Deputy Probation Officer II.

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

Special Requirements:

- Possession of a driver's license valid in California.
- Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure and firearms.
- Completion of 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.

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