



LASSEN COUNTY PROBATION DEPARTMENT

☒ **Adult Probation
Physical & Mailing:**

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8212
Fax# 530-257-9160

☐ **Juvenile Probation**

1415A Chestnut Street
Susanville, CA 96130

Mailing Adr:

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8213
Fax# 530-257-9160

☐ **Juvenile**

Detention Facility

1415B Chestnut Street
Susanville, CA 96130

Mailing Adr:

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8324
Fax# 530-251-1891

MEMORANDUM

To: Board of Supervisors

From: Jennifer Branning, Chief Probation Officer *JB*

Date: August 28, 2019

Subject: Reclassification of Juvenile Hall Counselor Positions and Clerical Positions within the Probation Department

Recommendation: Board of Supervisors approve the attached new Job Descriptions for the Juvenile Hall Counselor positions that are being absorbed and shifting to the Probation Budget as well as the Probation Clerical position job descriptions. The job descriptions are being presented as the Juvenile Hall has closed and we are transitioning staff to the Probation Department in both Adult and Juvenile Divisions. The Clerical positions that are being presented are to make them more specific to our department. This will help us in recruitment as the job is specific to our department needs. There is no change to the salary or ranges, with exception of the Probation Technician. The Probation Technician has a proposed range change of 1 range. This was changed due to the increased job duties and responsibilities this position has acquired. With these changes, we now will have a good line of promoting within the department.

Financial Impact: no net fiscal impact for the Juvenile Hall Counselor positions, only the Probation Technician has an increase of \$1,400.25. Shifting positions into the Probation 145-0561 Budget.

Attachments: New Job Descriptions



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Probation Services Support Counselor I/II	CLASS CODE	PR09/13
DEPARTMENT:	Probation	UNIT	UPEC
REPORTS TO:	Supervising Deputy Probation Officer	FLSA STATUS	Non Exempt
BOARD APPROVAL	July 2001 BOS/Rev 3/07 & 5/08, Revised 11/27/12 Revised: PENDING	RANGE	14/16

JOB SUMMARY

Under supervision, to provide for the counseling, care, welfare and custody of offenders at the Probation Department and perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Supervising Deputy Probation Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Plan, organize and supervise programs for a group of offenders, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.

Conduct individual, group and family counseling and discussions, assisting offenders in gaining insight into themselves and their relationships with others.

Maintain order and effective discipline and instruct in acceptable behavior; take proper action with non cooperating offenders.

Maintain visual surveillance and follow prescribed security measures; remain alert for potential problems and take measures to reduce tensions, avoid possible violence and follow appropriate procedures in the event of emergency or crisis situations.

Observe and record information concerning offenders behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.

Attend and participate in staff meetings; may participate on multi-departmental or multi-agency counseling teams in the development of plans for offenders.

Receive, admit and transport offenders upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.

Complete appropriate forms and orientation and explain the purposes and procedures of detention.

May transport offenders as necessary for medical care, court appearances and other needs.

Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

For Counselor II level:

Basic interviewing and investigative techniques and procedures

Psychological and sociological factors which influence human behavior

Common behavior problems and their causes



COUNTY OF LASSEN JOB DESCRIPTION

The criminal justice system, as it relates to offenders

Techniques for supervising and directing work and leisure time activities

Practices and procedures used in the detention, custody and care of offenders.

Principles and practices of individual and group counseling within a rehabilitative setting.

Principles and practices of work safety.

Ability to:

Obtain and maintain the respect, rapport and confidence of offenders.

Respond calmly and appropriately to emergency and crisis situations.

Handle frequent stressful and hostile, and occasional potentially dangerous situations.

Evaluate situations and people accurately and make sound decisions regarding potential behavior problems.

Maintain discipline in a fair and tactful manner

Learn, follow, interpret and enforce policies and regulations

Supervise and direct a group of offenders in work and recreation activities

Understand and follow written and oral instructions.

Manage multiple tasks; organize and manage multiple priorities.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of information.

Ability to work cooperatively with other employees.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Level I

Some experience working with offenders.

High School degree or equivalent

Level II

One year as a Probation Services Support Counselor with the Lassen County Probation Department, or equivalent; must have fulfilled all requirements necessary to successfully pass probation for Counselor I; completion of mandatory training; and recommendation of the Chief Probation Officer.

Licenses and Certifications

Must have valid California drivers license

Special Requirements

California Government Code Sections 1029 and 1031 specify the following minimum standards for Probation Services Support Counselor:



COUNTY OF LASSEN JOB DESCRIPTION

1. Must be at least 21 years of age at the time of application.
2. Must have no prior felony convictions unless fully pardoned.
3. Must be of good moral character as determined by a thorough examination of background, including fingerprint check.
4. Must pass a physical and psychological examination and be free of any physical, emotional or mental condition which might adversely affect the powers of a peace officer.
5. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Additional Requirements:

1. Possession of, or ability to obtain within ninety (90) days of employment and subsequently maintain, current Basic First Aid and Cardiopulmonary (CPR) certificates. Level II must have these current
2. Successful completion of 832 Penal Code Training (arrest, search and seizure) within 180 days of employment. Must be completed prior to Level II status
3. Successful completion of 160 hours of instruction in the **Juvenile Corrections Officers Core Course** as certified by the **California Corrections Standards Authority** within one (1) year of employment. Thereafter, must successfully complete 24 hours of annual training. Must be completed prior to Level II status
4. Willingness and availability to work nights, weekends and holidays and unscheduled shifts.
5. Sufficient strength and dexterity to physically restrain hostile juveniles.
6. Mental stability to deal with emotionally charged and potentially verbally abusive hostile juveniles.

Physical Demands and Working Conditions:

The physical demands and work environment 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 95 pounds and to physically restrain and/or remove hostile juvenile(s) from situations. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work is performed in an inside environment with occasional exposure to outdoor temperatures and dirt. However, employees are exposed to frequent contact with emotionally hostile, volatile juveniles with a potential for physical violence. Noise levels are usually moderate; may be loud occasionally.



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Probation Services Support Counselor III	CLASS CODE	PR08
DEPARTMENT:	Probation	UNIT	UPEC
REPORTS TO:	Supervising Deputy Probation Officer	FLSA STATUS	Non Exempt
BOARD APPROVAL	January 22, 2008, Revised 11/27/12	RANGE	17

JOB SUMMARY

Under direction, to provide for the counseling, supervision, care and welfare of offenders at the Lassen County Probation Department and perform related work as required. This is the senior journey level position in the Probation Services Support Counselor class and promotion/selection for this position is competitive and dependent upon the authorizations and the needs of the Probation Department.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Supervising Deputy Probation Officer.

As the senior member of the non-supervisory staff, may direct the work and schedules of Probation Services Support Counselors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Assure the assignments and directions of the Supervising Deputy Probation Officer are completed.

Assists in training of staff.

May attend and participate in staff and community meetings; may participate in counseling teams in the development of plans for offenders.

Receive, admit and transport offenders upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.

Complete appropriate forms and orient offenders; explain policies and procedures of detention.

Consult with supervisor regarding the conduct, attitudes and special problems of offenders.

Receive in-service training in and perform duties of a Deputy Probation Officer I as assigned.

Assist in the planning, organization and leadership for programs for a group of offenders, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.

Conduct individual, group and family counseling and discussions, assisting offenders in gaining insight into themselves and their relationships with others

Maintain order and effective discipline and instruct in acceptable behavior; take proper action with non-cooperating offenders.

Observe and record information concerning offender behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.

When necessary, make determinations regarding detention status or referral to other placement options regarding offenders brought to the Probation Department, in accord with detention criteria established by the Probation Department

May assist transporting offenders as necessary and other duties.



KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of offender detention and the criminal justice system.

Principles and practices of psychology and sociology, factors which influence human behaviors, practices of individual and group counseling within a rehabilitative setting.

Pertinent local, State and Federal laws, ordinances and rules.

Appropriate disciplinary measures and legal rights of offenders.

Basic interviewing and investigative techniques and procedures.

Health and sanitation standards and measures, including first aid and CPR

Techniques for leading and directing work and leisure time activities.

Ability to:

Instruct, guide, train and lead Probation Services Support Counselor.

Communicate clearly and concisely, both orally and in writing.

Manage multiple tasks; organize and manage multiple priorities.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond calmly and appropriately to emergency and crisis situations

Maintain confidentiality of information.

Ability to drive and to travel for potentially long periods.

Ability to work cooperatively with other employees.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience comparable to that obtained as a Probation Services Support Counselor II with Lassen County Probation Department.

Equivalent to an AA degree with major course work in behavioral science, criminal justice or a related field preferred.

Licenses and Certifications

Possession of PC 832 training certificate.

Current Basic First Aid and CPR certificates.

Must have completed Corrections Standards Authority course for counselors and maintained continuing training during active employment.

Special Requirements

Must be at least 21 years of age and a US citizen or permanent resident alien eligible and having applied for US citizenship.

Must have no prior felony convictions unless fully pardoned and Must be of good moral character as determined by a thorough examination of background, including fingerprint check.



COUNTY OF LASSEN JOB DESCRIPTION

Must be able to pass physical and psychological examination.

Must be willing and available to work nights, weekends and holidays

Must pass psychological and physical examination according to CSA standards.

Physical Demands and Working Conditions:

The physical demands and work environment 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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must be able to handle frequent highly stressful situations and a generally low level stressful environment on a continuous basis. Must be able to pass a psychological examination. The employee must have the ability to lift 75 – 95 pounds on an occasional basis and must be able to restrain and, in critical situations, remove juveniles from situations.

Work is normally performed in an indoor environment with little exposure to outdoor temperatures or dirt and dust. However, there is frequent contact with emotionally hostile, volatile juveniles in a potentially physically dangerous environment. Noise levels are usually moderate, with occasional exposure to loud noises.



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Day Reporting Center Supervisor	CLASS CODE	PR20
DEPARTMENT:	Probation	UNIT	MM
REPORTS TO:	Day Reporting Center Program Coordinator	FLSA STATUS	Non Exempt
BOARD APPROVAL	January 22, 2008/Rev 4/08	RANGE	19

JOB SUMMARY

Performs supervisory responsibilities in accordance with policies, procedures and applicable laws; assists with coordinating the daily activities and operations of reporting centers and transportation. Ensures that policies, procedures and general orders pertaining to reporting centers operations, transportation and detention contracting are followed by subordinates. Personally and through subordinate employees, provides for the counseling, care, welfare and custody of offenders; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Day Reporting Center Coordinator and Supervising Deputy Probation Officer.

Directs the work and schedules Probation Service Support Counselors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, recommendations for hiring and training; planning, scheduling, assigning and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems; and recommending hiring and retention of assigned personnel.

Ensures that policies, procedures and general orders pertaining to the Probation Department operations are followed by assigned personnel.

Reviews and processes records, reports and other documents related to the detention of offenders to assure accurate and complete files; prepares reports and other documents as required.

Monitors various activities on a daily basis.

Attend and participate in department and community meetings; may participate in counseling teams in the development of plans for offenders.

Receive, admit and transport offenders upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.

Complete appropriate forms and orientation; explain purposes and procedures of detention.

Complete reports and/or consult with staff regarding the conduct, attitudes and special problems of offenders.

Plan, organize and supervise programs for a group of offenders, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.

Conduct individual, group and family counseling and discussions, assisting offenders in gaining insight into themselves and their relationships with others.



COUNTY OF LASSEN JOB DESCRIPTION

Maintain order and effective discipline and instruct in acceptable behavior; take proper action with non-cooperating offenders.

Observe and record information concerning offender behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.

When necessary, make determinations regarding admission/non-admission for detention or referral to other placement options regarding offenders brought to the department, in accord with detention criteria established by the Probation Department.

May assist in housekeeping chores, transporting offenders as necessary and other duties.

Conducts periodic staff meetings and training for assigned personnel.

Communicate with Probation Officers, Public Defender and/or other law enforcement and Social Service agencies on cases.

Provides information, advice, feedback, or assistance to others within the department to refine work, outputs or resolve problems.

Anticipates and averts potential problems; assists in suppressing and controlling problems that occur; reports incidents in prescribed manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration and supervision of detention, including the proper care and treatment of offenders.

Administrative principles and practices.

Principles and practices of supervision.

Principles and practices of detention and criminal justice.

Principles and practices of psychology and sociology, factors which influence human behaviors, practices of individual and group counseling within a rehabilitative setting.

Pertinent local, State and Federal laws, ordinances and rules.

Appropriate disciplinary measures and legal rights of offenders.

Basic interviewing and investigative techniques and procedures.

Health and sanitation standards and measures, including first aid and CPR.

Techniques for supervising and directing work and leisure time activities.

County Personnel Management policies.

Basic budgetary principles and practices.

Recordkeeping, report preparation, filing methods, and records management techniques.

HIPAA record keeping, retention, and release of information requirements.

Ability to:

Plan, organize, assign, direct, review, and evaluate the work of assigned personnel.

Supervise assigned personnel.

Instruct, guide, train and supervise subordinate personnel.



COUNTY OF LASSEN JOB DESCRIPTION

Communicate clearly and concisely, both orally and in writing

Manage multiple tasks; organize and manage multiple priorities.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond calmly and appropriately to emergency and crisis situations

Maintain confidentiality of information.

Ability to drive and to travel for potentially long periods.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience comparable to that obtained as a Probation Services Support Counselor III; **or** two years of experience comparable to that obtained as a Probation Services Support Counselor II with the Lassen County Probation Department.

Equivalent to an AA degree with major course work in behavioral science, criminal justice or a related field (Preferred).

Licenses and Certifications

Possession of PC 832 training certificate

Current Basic First Aid and CPR certificates

Must have completed Corrections Standards Authority Core course for counselors and maintained continuing training during active employment.

Must successfully complete 80 hour Probation Supervisor's Core Course certified by the California Board of Corrections within one year of employment. Thereafter, must successfully complete 40 hours of annual training.

Special Requirements

Must be at least 21 years of age and a US citizen or permanent resident alien eligible and having applied for US citizenship.

Must have no prior felony convictions unless fully pardoned and Must be of good moral character as determined by a thorough examination of background, including fingerprint check

Must be able to pass physical and psychological examination.

Must be willing and available to work nights, weekends and holidays

Must pass psychological and physical examination according to BSCC standards.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



COUNTY OF LASSEN JOB DESCRIPTION

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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must be able to handle frequent highly stressful situations and a generally low level stressful environment on a continuous basis. Must be able to pass a psychological examination. The employee must have the ability to lift 75 – 95 pounds on an occasional basis and must be able to restrain and, in critical situations, remove juveniles from situations.

Work is normally performed in an indoor environment with little exposure to outdoor temperatures or dirt and dust. However, there is frequent contact with emotionally hostile, volatile juveniles in a potentially physically dangerous environment. Noise levels are usually moderate, with occasional exposure to loud noises.

Note: Experience requirement modified. Change coordinated with Chief Probation Officer on April 30, 2008.



COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Probation Clerk	CLASS CODE	GN03
Department:	Probation	UNIT	LCGU
Reports to:	Supervising Deputy Probation Officer	FLSA Status	Non Exempt
Board Approval		RANGE	10

JOB SUMMARY

To perform a variety of specialized and responsible administrative, clerical, and document processing functions for assigned program or project.

Positions at this level are distinguished from other classes by the level of responsibility assumed, the complexity of duties assigned, independence of action taken, and by the nature of the public contacts made.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel, and may receive functional or technical supervision from a higher-level secretarial position.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. (ALL DUTIES MAY NOT BE PERFORMED BY ALL INCUMBENTS.)

Relieve department staff of office support service functions; utilize independent judgment and initiative.

Act as interdepartmental liaison relating to project support functions for the office and for compliance with county regulations and practices relating to those functions.

Perform complex clerical duties related to area of assignment such as purchasing, building inspection, social services, housing, plan review, building permits, and other county programmatic areas.

Conduct field site visits as necessary.

Interpret, apply and explain policies and procedures related to area of assignment to the public; respond to individuals requesting services related to area of assignment.

Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities.

Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions and departments of the county.

Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the department by telephone and in person; compose correspondence as required.

Collect information from a variety of documents pertinent to assigned department or functional area of responsibility; compile data for reports; prepare routing reports as required.

Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.



COUNTY OF LASSEN JOB DESCRIPTION

Provide assistance with preparation of the department budget and track expenditures during year.

May perform secretarial duties as necessary; type, proofread and edit correspondence, reports, proposals and contracts.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Licenses and Certifications

May need to possess a valid California driver's license as required by the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, practices, procedures and computer equipment.

Filing and record keeping systems.

Business letter and report writing.

Basic principles and practices of bookkeeping.

Ability to:

Understand the organization and operations of the county and of outside agencies as necessary to assume assigned responsibilities.

Organize duties and determine priorities in order to meet assigned deadlines.

Interpret, explain and apply operating policy, rules and procedures of assigned function.

Establish and maintain basic financial records; make mathematical computations.

Physically read presented documents, sit for long periods of time, hear and talk with the public, type on a keyboard, file papers and reports.

Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, explain, and count.

Compile and maintain extensive records and files.

Type at a speed necessary for successful job performance.

Operate a variety of office machines and computer equipment.



COUNTY OF LASSEN JOB DESCRIPTION

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Working Conditions:

The physical demands and work environment 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 talk or hear. The employee frequently is required to sit. The employee is often required to travel and to make outside visits-occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.



COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Probation Technician	CLASS CODE	GN04
Department:	Probation Department	UNIT	LCGU
Reports to:	Executive Assistant	FLSA Status	Non Exempt
Board Approval	Sh 97/ Revised 12/04	RANGE	13

JOB SUMMARY

To perform a wide variety of office, fiscal and administrative duties related to the probation department. Employees in this classification will process incoming paperwork from various criminal justice partners ensuring attention to detail. Assisting the Executive Assistant with operational duties for the department and maintaining a positive relationship with community and county partners.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory positions, and may receive functional and technical supervision from personnel in higher ranges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (All duties may not be performed by all incumbents.)

Review and highlight any probationers on the ADF Inmate in custody list and the ADF inmate court calendar and send out to all Adult Probation Officers on a daily basis.

Enter, proofread and process a variety of legal and court documents including general correspondence, minutes, agendas, notices, reports, memos, court orders and statistical charts.

Complete rounds daily to pick up/drop off court documents, reports and files, file documents and file reports with the court.

Make travel and training arrangements for staff.

Process department staff meeting minutes and disseminate.

Process and record certificates and licenses; collect and process fees and charges, warrants, stipulations and Violation of Probation.

Maintain the department calendar, court files in conjunction with court calendar, CLETS processing and auditing procedures.

Schedule appointments and court calendar as assigned; reschedule time conflicts with judges and attorneys.

Maintain and manage all offender files according to department policy.

Maintain a variety of simple statistical, legal and court records; check and tabulate normal statistical data; prepare routine statistical reports, prepare various monthly state reports in compliance with reporting instructions.

Operate standard office equipment including personal computers as assigned; may perform varied duties on computer programs; may perform routine system back-up duties.

Receive, sort and distribute incoming and outgoing mail.

Attend court to document outcomes on specific cases as directed, record in case management system.



COUNTY OF LASSEN JOB DESCRIPTION

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of office related experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Licenses and Certifications

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

Must be able to type 45 words per minute.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic legal terminology.

English usage, spelling, grammar, and punctuation.

Maintain office operations and equipment including filing systems and use of personal computer, contacting IT for assistance or repairs.

Ability to:

Learn the organization, procedures and operating details of the probation department.

Use word processing system and personal computers.

Use a computer for a variety of duties.

Perform office work including maintenance of appropriate records and preparation of legal documents.

Verify and cross check legal fines and data.

Understand and carry out both oral and written directions.

Perform mathematical calculations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Operate a variety of office equipment such as a calculator and typewriter (45 W.P.M.), copy machine, word processor, and personal computer.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



COUNTY OF LASSEN JOB DESCRIPTION

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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl; flexibility to perform such tasks as reaching file drawers. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.