



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Deputy Probation Officer I/II/III	CLASS CODE	PR04/05
Department:	Probation	UNIT	LCGU
Reports to:	Supervising Probation Officer	FLSA Status	Non Exempt
Board Approval	Sh 99/ Reviewed 11/03/Revised 9/08	RANGE	16/18/21

JOB SUMMARY

To investigate cases of juvenile and adult applicant cases for probation; to prepare juvenile and adult recommendations for the courts.

Deputy Probation Officer I: This is the entry level class in the Deputy Probation Officer series. This class is distinguished from the Deputy Probation Officer II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Deputy Probation Officer II: This is the full journey level class within the Deputy Probation Officer series. This class is distinguished from the Deputy Probation Officer I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Deputy Probation Officer III: This is the Journey level class in the Deputy Probation Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of the duties assigned. This classification assists the Supervising Deputy Probation Officer in planning, assigning and reviewing workloads.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Probation Officer.

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

Maintain an assigned juvenile and/or adult caseload; counsel and guide juvenile and adult probationers including those in crisis situation; analyze emotional and behavioral disorders.

Assess clients' needs and develop and maintain current treatment plan; monitor compliance with the terms and conditions of probation.

Advise parents, school authorities and other pertinent agencies regarding the progress and needs of the probationer.

Serve as an adult and/or juvenile intake officer.

Conduct pre-court investigations; prepare petitions, court reports, own recognizance release reports, social case histories; review, and sealing of records and prepare recommendations for disposition of cases to Superior, Justice and Juvenile Courts.

Review reports from law enforcement, district attorney and related agencies.



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Arrange and monitor placement of juvenile and adult offenders on probation in rehabilitation and/or treatment programs such as work furlough, group homes, alcoholic anonymous, drug rehabilitation, juvenile hall, ranches, camps, etc.

Calculate and monitor payment of fines and restitution and other court ordered payments.

Perform arrests, search, seizure, and other peace officer duties as provided by law.

Prepare and present reports and orders modifying, revoking and terminating probation.

Communicate with Sheriff's Office, Police Department, District Attorney's Office, Probation Departments and other related agencies on crime investigation and prevention.

Appear and/or testify in court for detention, jurisdictional, dispositional, and violation of probation hearings; attend special, annual reviews and sealing of records and other appearances as required.

Serve as 24 hour stand-by duty officer on rotation basis.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Deputy Probation Officer I

Experience and Training

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:

Training and Experience:

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, **OR**, 60 units earned for course work completed through an accredited college and two years of full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, **OR**, four years of experience described above.

License or Certificate:

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

Possession of a PC 832 POST certificate within ninety days of appointment.

Must have Passed California Board of Corrections entry level written examination, oral, physical and psychological testing.

Complete a minimum of 200 hours of instruction in the Basic Probation Officers Core Course as certified by STC within the first year of appointment.

Deputy Probation Officer II

Training and Experience:

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, **OR**, 60 units earned for course work completed through an accredited college and two years of full time experience in a criminal justice field performing duties that include substantial case



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management or supervision of adults or adolescent youth, **OR**, four years of experience described above, **AND**, one year of experience performing duties similar to the Deputy Probation Officer I within Lassen County.

License or Certificate: (In addition to requirements for Deputy PO I)

Must possess a BSCC Probation Officer Core Certificate.

Must have a minimum of 18 months experience as a Deputy Probation Officer I and a recommendation from the Chief Probation Officer.

Completed 40 hours of STC certified annual training within each subsequent fiscal year.

Deputy Probation Officer III

Training and Experience:

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, **OR**, 60 units earned for course work completed through an accredited college and two years of full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, **OR**, four years of experience described above, **AND**, three years of experience performing duties similar to the Deputy Probation Officer II within the State of California.

License or Certificate:

Must possess a BSCC Probation Officer Core Certificate.

Completed 40 hours of STC certified annual training within each subsequent fiscal year.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Probation Officer I

Principles and practices of applied psychology and sociology.

Principles and practices of adult and juvenile probation.

Investigation techniques including preservation and presentation of evidence.

Police raid procedures.

Arrest, search and seizure procedures.

Causes, extent and control of crime and delinquency.

Deputy Probation Officer II In addition to the requirements for the Deputy Probation Officer I:

Case work, supervision, and interviewing and counseling techniques.

Federal, State and county laws governing juvenile and adult probation work including the Welfare and Institutions, Penal, Health and Safety and Civil Codes.

Public and private services available to probationers.

Principles and practices of court procedures.



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Deputy Probation Officer III:

Practice of assigning and reviewing the work of others.

Provide technical training to less experienced staff.

May assist in the planning, implementation, and evaluation of special projects or programs within the Department.

Ability to:

Probation Officer I

Conduct interviews, intervention and investigations.

Attend annual mandatory training.

Attend court hearings.

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

Communicate clearly and concisely, both orally and in writing.

Deputy Probation Officer II In addition to the requirements for the Deputy Probation Officer I:

Independently analyze investigational material and emotional/behavioral disorders to make proper deductions and carry out treatment plans.

Exercise skilled judgment in probationary matters.

Deputy Probation Officer III In addition to the requirements for the Deputy Probation Officer II:

Conduct complex sentencing investigations and social case histories.

Represent the Probation Department on various boards and committees as assigned.

Physical Demands:

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 to 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, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. May come into contact with sometimes hostile clients and public.