

**PLUMAS COUNTY**

**DEPUTY PROBATION OFFICER I**

**DEFINITION**

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Deputy Probation Officer III. Exercises no direct supervision over staff.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Deputy Probation Officer series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. As experience is gained, assignments become more varied, complex, and difficult. In addition, incumbents perform more independent duties in Intake, Supervision, Investigations, Pretrial and Placement Programs. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

**REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

**CLASSIFICATIONS SUPERVISED**

None

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### **EXAMPLES OF DUTIES**

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

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### **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 50 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; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

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- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

### **Education and Experience:**

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, AND one (1) year of related experience.

*A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.*

#### Preferred Qualifications

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Previous work experience in a probation related field.

### **Licenses and Certifications:**

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C. within 90 days of hiring
- Ability to successfully complete the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC) within one year of employment.
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service

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Work related training as assigned, and to return to work as ordered in the event of an emergency.

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