

DEPUTY PROBATION OFFICER IV

DEFINITION

Under general supervision, to plan, organize, and supervise the work of an assigned group of professional Probation Officers; to perform professional case work and investigation, assessment, supervision, and enforcement; to refer juvenile and adult probationers to counseling and various social services as deemed necessary; to prepare recommendations and reports for the courts; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Deputy Probation Officer class series. Incumbents are expected to perform the most complex professional probation work with minimal direction and supervision. This class is distinguished from Deputy Probation Officer II by the fact that incumbents exercise full supervisory responsibilities over assigned staff and programs, as well as perform the full scope of professional probation case work in either adult and juvenile probation. The incumbents in this classification provide special staff assistance to the Chief Probation Officer and the Assistant Chief Probation Officer. Incumbents in this classification are sworn peace officers as defined by PC 832.

REPORTS TO

Assistant Chief Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

May be assigned work responsibilities for Deputy Probation Officer I, II, Probation Aide and Administrative support

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

Plans, directs, supervises and coordinates the daily activities and staff of a major program unit; directs and participates in the development and implementation of unit goals, objectives, policies and priorities; supervises staff in the preparation of pre-sentence investigative reports and violation of probation reports; supervises the unit field staff in conducting searches of probationers and their residences; trains and evaluates staff; coordinates multi-agency law enforcement operations; carries an assigned caseload in the investigation and supervision of adult and/or juvenile offenders; makes arrests and transports persons in custody for booking; prepares recommendations and Superior Court pre-sentence/investigation reports regarding juveniles and adults; may serve as intake officer determining if a court action is necessary and a petition should be filed; investigates offenses against the law by juveniles and adults; performs crisis counseling as necessary; interviews offenders, victims, arresting officers, parents, relatives, and other persons regarding juvenile and adult offenders; reviews psychological information and reports, making assessments for appropriate placement of juveniles and need for referral to other community resources; monitors progress of drug testing of probationers, their activities and overall behaviors while on probation; documents violations and may arrest probationers who are not in compliance with court orders; may prepare special reports regarding guardianships, adoptions, conservatorships, underage marriages, and custody disputes; represents the Probation Department before the courts, presenting detailed oral arguments and position statements; assists the District Attorney's office with handling juvenile court hearings; may serve as an "on-call" officer for juvenile problems; prepares and submits comprehensive legal documents/reports detailing the facts of cases, reviewing supporting evidence and making recommendations to the Courts regarding the granting of probation violations of probations, termination of probation, expunging case histories, bail reduction, and bail considerations; makes financial arrangements

for the collection of fines,

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

restitution, and fees; coordinates probation casework assignments with other County staff, community agencies and other government agencies; attends and may testify at court pleas, conviction hearings, and sentencing hearings; may supervise intensive cases; attends training programs and maintains current training; responds to citizen complaints and information requests.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 lbs. without assistance; reach and lift objects above shoulders; physical ability to sustain extra physical effort for a substantial period of time to defend self and deal with violent/aggressive persons; corrected hearing and vision to normal range; verbal communication; use of Kevlar vests and/or OC sprays as necessary; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, correctional facilities, courtroom, and outdoor environments; work is performed in varying temperatures; some work is performed in confined and noisy areas; possible exposure to violent aggressive person, caustic materials and potentially infectious environments; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Functions, policies, and procedures of the County Probation Department and social service, legal, and law enforcement departments.
Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes applicable to probation work.
Principles and methods of adult and juvenile probation work, including casework objectives and methods.
The County court system and court procedures.
Arrest, search and seizure procedures.
Preservation and presentation of evidence.
Behavior problems of juveniles and adults and behavior modification techniques.
Care and custody of juvenile wards.
Community resources and agencies available to probationers.
Psychodynamics and physical manifestations of chemical dependency, sexual deviance, domestic violence, and elder/child abuse.
Principles of supervision, training and work direction.

Ability to:

Apply the methods and practices of adult and juvenile probation work.
Interpret and apply appropriate provisions of California Codes and laws.
Gather, organize, and analyze information applicable to the development of probation and court recommendations.
Effectively communicate both orally and in writing.
Interview adult and juvenile offenders, families, and others related to assigned cases.
Supervise and train assigned probation staff.
Work independently and manage a substantial caseload.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Recognize health and behavioral problems in juveniles and adults.

Effectively respond to emergency or critical situations, remaining calm in threatening, combative and/or confrontational situations.

Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.

Exercise good judgment in handling potentially hostile/violent situations.

Drive an automobile to transport adults and juveniles.

Effectively represent the Probation Department in contacts with the public, other County staff, and other law enforcement agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and victims/clients.

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 would be:

Two (2) years of experience performing professional probation work comparable to a Deputy Probation Officer II with Lake County.

Completion of advanced level course work in sociology, psychology, behavior sciences, or a closely related field is highly desirable. Bachelor's degree in criminal justice, sociology, psychology, behavior sciences is highly desirable.

Special Requirements:

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

Completion of P.C. 832 Training.

Completion of STC Supervisor's Course within one year of appointment.

Must maintained compliance with annual training requirements.

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