

COUNTY OF SOLANO

DEPUTY PROBATION OFFICER (ENTRY)

Rev. 04/06

DEFINITION

Performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders.

CLASS CHARACTERISTICS

This is the entry level in the Deputy Probation Officer series. Incumbents are expected to learn procedures and methods of effective probation casework in preparation for promotion to the journey level. Assignments are generally limited in scope and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. This classification is intended to provide training to incumbents for advancement to the journey level. This class is distinguished from Deputy Probation Officer in that the latter works more independently and is expected to handle most work problems without direct supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Deputy Probation Officer.

Exercises no supervision.

EXAMPLES OF DUTIES *–Duties may include but are not limited to the following:*

Learns to conduct pre-hearing or pre-sentence investigations of adults and juveniles by interviewing the offender, the family, and others concerned to assess potential for successful probation, progress while on probation or to recommend sentences; maintains detailed records of client visits; conducts in-depth information analysis and assessment of each case; reviews documents; evaluates violation; determines appropriate placement; recommends restitution; identifies treatment options; prepares fitness and other reports.

Learns to prepare a social history of the offender for the Court, interpreting findings and recommending a plan of rehabilitation and sentencing focusing on risk to the community and needs of offender; composes and dictates correspondence and complex reports for Court use; conducts in-depth case management functions; completes risk assessments; acts as liaison between clients, families, courts and other agencies.

Learns to contact victims to establish restitution and provide victims rights information; counsels with juvenile and/or adult offenders and others concerned, according to a rehabilitation plan, using crisis intervention skills as needed, with an ultimate goal of successful rehabilitation and discharge from probation; conducts investigations.

Learns to monitor and evaluate probationers' progress on a follow-up basis and secures remedial action if necessary, from the Court or other competent authority.

Assists in investigations and assessments of criminal behavior and personal circumstances; applies sentencing criteria and makes recommendations to the judiciary, entering reports into evidence.

Learns field supervision techniques including conducting searches; under supervision, works in concert with local law enforcement agencies to assist with investigations and to conduct search and arrest; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, juvenile hall, Court, community service agencies or medical appointments; reports criminal behavior to appropriate agencies.

Learns to inform parents, guardians, minors and offenders about circumstances, terms and conditions of probation; as needed, refers offender, family and/or victims to outside service agencies.

Learns to coordinate functions between agencies.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of communication, interviewing, counseling, resistant-defensive behavior, personality theory and self-image, stress and change theory.

Self awareness-objectivity techniques for understanding others; personality types.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Use drug testing devices, physical restraints and radio.

Ability to:

Learn and apply laws, rules, regulations, policies and procedures.

Learn assessment techniques as to causes of illegal behavior.

Learn to recognize personality types and varying behaviors and to diffuse hostile and aggressive behavior.

Research and reconcile disparate policies and procedures.

Input, access and evaluate data using a computer case management system.

Multi-task; recognize problems and priorities in case management.

Learn to recognize areas of need and call upon services required.

Communicate clearly both orally and in writing with clients, attorneys, judges, health professionals and others; write clear reports.

Maintain objectivity; formulate decisions.

Properly identify probationer-family interactions and provide necessary intervention.

Read and comprehend current state and local law and legislation.

Learn and apply departmental assessment standards.

Counsel and interview clients and other concerned parties; intervene in crises.

Maintain cooperative working relationships with peers, clients, other agencies and other professional.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

No experience required.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, social work, psychology, sociology or a closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license is required.

Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements within required time limits, in accordance with Penal Code Section 832.

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.

Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.

Incumbents in the Deputy Probation Officer (Entry) class serve a twelve (12) month probationary period.

Must pass a physical exam and psychological exam as a condition of hire.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Positions allocated to this class may require bilingual skills.

Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy Probation Officer within twelve (12) months of appointment.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing. May involve prolonged standing. Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness. Works with a high-risk population, including those with a history of violence and mental health disorders.

Yolanda Irigon
Director of Human Resources

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