

COUNTY OF SOLANO

DEPUTY PROBATION OFFICER (SENIOR)

Rev. 03/07

DEFINITION

Performs the more difficult and specialized professional level casework involving the initial evaluation or intensive supervision of adult and/or juvenile offenders.

CLASS CHARACTERISTICS

This is the advanced level within the Deputy Probation Officer series. Cases assigned to incumbents of this class typically require regular crisis intervention and intensive supervision of the offender, and decisions have more serious consequences both for the offender and the public. Employees are expected to exercise independent judgment in the performance of duties. Incumbents perform specialized assignments such as formulating treatment programs, overseeing outside treatment programs, handling juvenile intake, early release, career criminal or other such casework. This class is distinguished from a Deputy Probation Officer (Supervising) by the latter's full-scope supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Probation Officer (Supervising).

May provide technical assistance and training to lower level or newly hired employees.

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

Interviews adults and/or juveniles, their families and other concerned parties to determine the nature of difficulties; examines and analyzes reports of offenses to determine the necessity of detention and takes proper action to set detention hearings before Juvenile Court; administers informal probation terms as directed by Court policy; conducts in-depth analysis and assessment; evaluates violation; recommends placement, etc.

Performs independent investigations and assessments of offenders' criminal behavior and circumstances; makes recommendations regarding sentencing or dispositions of cases; enters reports into evidence.

Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts and defends recommendations; represents the department in court.

Provides continuing supervision to selected juvenile or adult offenders who exhibit severe personality and emotional disorders, dangerous behavior, or who are charged with aggravated offenses, or highly significant drug or alcohol related problems; makes referrals to obtain medical, psychiatric and psychological evaluations.

Conducts case management functions; prepares case reviews; determines appropriate placement; obtains releases, contacts treatment providers, conducts ongoing interviews with client; makes recommendations, etc; develops case/treatment plan based upon the offender's background, and nature and history of offense, providing intensive counseling to encourage behavior modification.

Acts as a liaison and coordinator between the Probation Department and various juvenile and adult placement facilities; provides liaison with a wide variety of community based agencies, and organizations, providing support and treatment services, coordinates with placement institutions, law enforcement agencies and civil groups regarding program activities.

Determines acceptability of individuals for placement in the parole program; provides information to the Parole Board; supervises a caseload of parolees; prepares and presents violation reports.

Hears a variety of code and ordinance violations for juveniles, imposing fines or imposing restrictions as appropriate.

Plans, organizes and coordinates the activities of specialized programs areas; determines financial resources and potential cost-effectiveness of adult and juvenile placements; prepares required applications and reports to secure financing where necessary; develops and facilitates counseling and rehabilitation programs for probationers.

Works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur.

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:

Accepted techniques of adult and juvenile case investigation.

Theories and principles of probation work and the psychological factors which may influence casework.

Principles of social and correctional case and group work.

Growth and development of children and the cause of delinquency.

Family systems theory, behavior and motivational theories.

Crisis intervention techniques; interviewing techniques.

Community resources needed and available to assist in crime and delinquency prevention.

California Welfare and Institution Code and California Penal Code.

Skill to:

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

Ability to:

Plan, organize and administer a specific Probation Department program.

Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.

Provide independent assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.

Intervene in crises situations; defuse potentially hostile and aggressive behavior.

Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.

Use a computer to input and access data.

Communicate effectively both verbally and in writing with people with diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships.

Determine the appropriate course of action in emergency or stressful situations.

Prepare funding proposals and narrative and statistical reports.

Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.

Learn and make referrals to local and regional providers of social, medical and/or other specialized services.

EXPERIENCE AND EDUCATION/TRAINING

Pattern I

Experience:

Six (6) years of experience as a Deputy Probation Officer (Journey) with the County of Solano. Up to two (2) years of education with major course work in criminal justice, social

work, psychology or closely related field may be substituted for the required experience on a year for year basis (one year of education equals 30 semester hours or 45 quarter hours).

Or Pattern II

Experience:

Two (2) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) with the County of Solano.

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 must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.

Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832, within six (6) months of appointment.

Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to appointment.

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

SUPPLEMENTAL INFORMATION

Independent travel is required.

Positions allocated to this class may require bilingual skills.

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. 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 colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

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

Donald W. Turko
Director of Human Resources

Est. Date: May 2001
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