



The County of San Bernardino
invites application for the position of

Probation Corrections Officer

Job Number: 15-07065C-02

SALARY

\$21.16 - \$29.07 Hourly \$3,667.73 - \$5,038.80 Monthly \$44,012.80 - \$60,465.60 Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The Probation Department is recruiting for **Probation Corrections Officers** who are assigned to the juvenile detention and treatment facilities and work under direction. These positions primarily perform counseling, guidance, supervision, care, and custody of pre and post adjudicated youth in the detention facilities.

New hires may fill **Rover** positions. Rovers work to fill staffing needs at **both** detention and treatment facilities, and may be assigned to work **any** shift on a 24 hour per day/7 day per week basis, with regularly scheduled days off. Rovers are provided with a minimum of two (2) hours notification prior to their shift assignment on the scheduled work day. Rovers shall be assigned to facilities based on their preference whenever possible. However, this is not a guarantee that they will be assigned to a specific location; assignments will be based on the needs and operations of the department.

The Juvenile Detention Centers and treatment facilities are located in San Bernardino and Apple Valley.

For more detailed information, refer to the [Probation Corrections Officer](#) job description.

We are also accepting applications for [Probation Corrections Officer Trainee](#), which requires a separate application. Applicants are encouraged to apply for both levels as appropriate.

Learn more about the San Bernardino County Probation Department at <http://www.sbcounty.gov/probation/main/>.

CONDITIONS OF EMPLOYMENT

Work Environment: The nature of the work requires the ability to restrain or apprehend and control potentially violent and combative wards; incumbents must possess and maintain physical agility and strength throughout their employment.

Training: Employees will be expected to participate in a continuum of force training program, which includes arrest and control techniques, tactical negotiation, and use of pepper spray.

Work Schedule: Incumbents may be assigned to work **any** shift on a 24 hour per day/7 day per week basis, including holidays.

PEACE OFFICER REQUIREMENTS

Prior to appointment, candidates must:

- **Be successful on the Written Test, Physical Agility Test, and Department Interview**, to continue to the background investigation.
- Pass a **background investigation**, which includes, but is not limited to, a fingerprint check, psychological testing and a polygraph test (current San Bernardino County Probation Dept. employees in peace officer positions will not be required to take the polygraph test). Applicants must not have been convicted of a felony, or currently be on court ordered probation (*or have been within the last year*).
- **Be at least 21 years of age at time of hire** (*Applicants should be at least 20.5 years at time of testing*) and **possess a High School diploma, General Educational Diploma (GED)**, or have passed a **High School Proficiency Exam or equivalent**.
- Provide **official sealed transcripts** of completed college coursework.
- Show proof of having **completed the required basic certified training** specified by Standards and Training for Corrections for the State of California and P.C. 832 (Laws of arrest, search and seizure), or meet this obligation within the first year of employment. Training will be provided upon hire. New hires who possess P.C. 832 certification will not be required to repeat training if they provide a copy of their P.C. 832 certificate.
- Be a **United States citizen** at the time of hire.
- **Possess a valid Class C Driver License**. Employees in this class may be required to use personal vehicles and may be required to show proof of automobile liability insurance.
- **Meet minimum vision (both eyes) and hearing (both ears) requirements**. *Vision and hearing tests will be administered.*
- **Pass a treadmill and medical test.**

MINIMUM REQUIREMENTS

Applicants must meet **BOTH** the education and experience requirements as indicated below:

EXPERIENCE: One (1) year of experience as a Juvenile Correctional Officer or Probation Officer for a California County Probation Department or the California Department of Corrections and Rehabilitation, Division of Juvenile Justice; experience must be comparable to a San Bernardino County Probation Corrections Officer, [Probation Officer II](#) or higher with Peace Officer status.

-AND-

EDUCATION: Candidates must also qualify under **one** of the following options:

Option 1: Completion of any Associate's or Bachelor's degree from a college or university accredited by any accrediting association recognized by the United States Department of Education **OR** equivalent coursework.

Option 2: Thirty (30) semester (45 quarter) units of completed college coursework in psychology, sociology, criminology, criminal justice or other closely related behavioral science courses.

Note: Applicants that do not qualify under Option 1 of the minimum requirements must provide a list of completed college coursework or copies of transcripts (preferred). Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

Degrees or coursework completed outside of the U.S. must be accompanied by an evaluation report from a reputable credential evaluation service indicating equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

SELECTION PROCESS

This is a continuous recruitment. Qualified applicants will be scheduled for a written exam in the order applications are received.

APPLICATION/EXAMINATION PROCESS

1. **An E-MAIL OF DATE, TIME & LOCATION OF WRITTEN TEST WILL BE SENT TO QUALIFIED APPLICANTS.** (*All notifications will be sent via e-mail.* Email notice will be sent approximately one (1) week prior to the exam from gmcintyre@hr.sbcounty.gov. Please update your Spam, Junk, Bulk and Firewall settings.)
2. **APPEAR FOR WRITTEN TEST ON SCHEDULED DATE & TIME AT SCHEDULED LOCATION.**

The Board of State and Community Corrections Examination

Qualified applicants will be scheduled for the next available written exam in the order applications are received. Approximately one week prior to the test week, candidates will be notified of the test time and location. Applicants scheduled for the examination will be required to show photo identification or equivalent. The test will consist of multiple choice questions, and contains the following sections:

- **Following Written Directions**
- **Problem Solving**
- **Reading Comprehension**
- **Writing Clarity**
- **Writing Detail**
- **Accuracy with Forms and Coded Information**
- **Work Attitudes**

In order to prepare for the exam, candidates may wish to review the Board of State and Community Corrections Candidate Orientation Booklet for the Juvenile Corrections Officer Examination. The Booklet can be downloaded at:

http://www.bscc.ca.gov/downloads/Candidate_Orientation_Booklet_JCO_2008.pdf

Applicants must be successful in the Written Test to continue in the selection process. Only those applicants successful on both the Written Test and Physical Agility Test will continue in the background process.

THE PHYSICAL AGILITY TEST

Candidates passing the written examination and invited to participate in the **Physical Agility Test** will be required to pass this Test.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>
(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 9/12/15 GM