

IMPERIAL COUNTY

CLASS TITLE: DEPUTY PROBATION OFFICER I

BASIC FUNCTION:

Under the direction of a Deputy Probation Officer III or Supervisory Probation Officer, perform a variety of probation field and office duties including interviewing clients, investigating backgrounds and preparing and submitting probationary reports to the courts, making recommendations to superiors regarding disposition of cases; and performing field supervision, maintaining statistics and records pertaining to records and crime, investigating placement possibilities for probationers and initiating conciliation between adults.

DISTINGUISHING CHARACTERISTICS:

The Deputy Probation Officer I classification performs routine casework under close supervision while learning the legal requirements, policies and procedures of the Probation Department. This class is distinguished from Deputy Probation Officer II in that the latter performs the full range of duties requiring experience in court and custody investigations, supervising probationers, and preparing reports while working with considerable latitude to act with an assigned caseload. Deputy Probation Officer II is distinguished from Deputy Probation Officer III in that the latter class serves in a lead capacity and performs highly specialized work involving the application of extensive knowledge and experience in the probation field. Incumbents are assigned the most complex and difficult cases.

REPRESENTATIVE DUTIES:

Supervise adult and juvenile probationers individually; to ensure compliance with terms and conditions of probation; explains conditions of probation to clients and families; implements treatment modalities and assesses progress during treatment; violates probation of individuals not following the orders of the Court.

Conduct Court investigations; investigate cases of adults and minors charged with and convicted of crimes; Interview clients to determine eligibility for probation, to discuss illegal behaviors and to obtain social history and client's intentions for the future; researches case history, reviews and interprets technical, financial and scientific reports; interviews families, victims and other interested parties such as employers, schools, and attorneys and discuss the backgrounds of assigned cases; prepare reports for inclusion in court records and conduct interviews of defendants and victims.

Perform specialized duties in support of special assignments or projects; provide training and counseling for assigned program; conduct meetings with youth and parents; coordinate related task forces; provide liaison to community and other agencies.

Enforce conditions of probation assuring that probationers follow orders established by the Courts.

Review juvenile or adult intakes referrals by local, County, State and federal agencies; make decisions regarding the detention or release of custody.

Restrain aggressive clients and juveniles in or out of court.

Make arrests as needed of probationers in violation of court orders; perform searches and seizures of clients on probation.

Contact other agencies to obtain mental health or drug abuse counseling, employment, training or other community resources for the client or probationer; work with health, social service, group home, or other support agencies to implement the treatment needs of probationers; make referrals to treatment programs; assess the progress, development and ongoing needs of clients.

Make periodic reports to the Court on client status; counsel and act as liaison between probationers, families, and others; make recommendations for dismissal of cases where satisfactory progress has been achieved; resolve crises; may facilitate a variety of staff and/or client training programs.

Verify information obtained from clients; perform drug tests on probationers to detect possible drug use; obtain clients' prior records.

Detect and determine possible underlying social problems such as drug use, alcohol use and mental stability.

Prepare and file actual petitions in court.

Communicate with judges in court or in chambers regarding facts of a case; provide pertinent or supplemental information concerning the client's probation report such as psychological reports, mental health reports and welfare reports.

Assist other law enforcement agencies as necessary regarding assigned cases.

Prepare a variety of reports for official use by the court or in preparation of guardianship and step-parents adoption reports, conservatorship reports and incident reports; maintain a variety of records and case files; prepares case histories, reports, legal documents, and memoranda; enters and retrieves data from automated law enforcement information systems.

Conduct custody investigations to recommend to juvenile court the proper placement and custody of children.

Provide direct supervision and support to juveniles and/or adults assigned or ordered to participate in a community work service program.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data organization and record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Research methods.

Principles and practices of report writing.

Principles and theories of sociology and psychology.

Interpersonal skills using tact, patience and courtesy.

Basic math skills including statistical analysis.

Basic concepts of law enforcement.

Basic knowledge of socio-economic, psychosocial, and cultural influences on individual behavior.

ABILITY TO:

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Maintain records and prepare reports.

Compile, analyze and verify data and prepare reports.

Prioritize and schedule work.

Analyze situations accurately and adopt an effective course of action.

Read and comprehend complex written material involving difficult concepts and issues.
Understand and work within scope of authority.
Meet schedules and time lines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a major in corrections, criminal justice, political science, administration of justice, sociology, social work, psychology, or any related social or behavioral sciences field. Experience in a field related to probation may be substituted on a year for year basis for a maximum of two years.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of a Penal Code Section 832 "Arrest Course Certification" within one year of employment. Some positions in this classification may be required to qualify and carry firearms and have an understanding on the use of force principle.

Training Requirements: Employees in this class are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet state-mandated CORE training requirements as defined by Standards and Training in Corrections (STC). As part of this requirement, employees must successfully complete probation officer CORE training during the first year of appointment.

WORKING CONDITIONS:

Indoor and outdoor environment including extreme heat; subject to driving a vehicle to conduct work; regular exposure to hostile, abusive and threatening individuals; may be required to restrain or arrest individuals.

Physical abilities required include: Mobility-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer; occasional use of a firearm; Lifting-Able to lift 50 pounds; Visual-Constant overall vision, color perception, eye-hand coordination, and depth perception; frequent reading/close-up work; constant field of vision/peripheral; Dexterity-Frequent repetitive motion and reaching; Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; wearing a ballistic vest for prolonged periods of time; Emotional/Psychological-Potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration.
Special Requirements-Some assignments may require working weekends, nights, and/or occasional overtime.

Special Requirements: (1) must be at least 21 years of age upon appointment; (2) must meet minimum standards required for Peace Officers as set forth in Section 1029 and 1031 of the Government Code; (3) must pass a background investigation; (4) must meet physical standards established for County Safety employees, including a psychological examination and (5) may be required to qualify and carry a firearm.