



## EMPLOYMENT OPPORTUNITY

# DEPUTY PROBATION OFFICER I/II/III

### **SALARY AND BENEFITS**

DPO I \$18.42 - \$22.13 hourly, plus benefits

DPO II \$20.18 - \$24.28 hourly, plus benefits

DPO III \$23.18 - \$27.91 hourly, plus benefits

### **FILING DEADLINE**

Continuous

### **DUTIES AND RESPONSIBILITIES**

*Deputy Probation Officers investigate cases of juvenile and adult applicant cases for probation; prepare juvenile and adult recommendations for the courts. The DPO I is the entry level class in the Deputy Probation Officer series and performs more routine tasks and duties under immediate supervision while learning job tasks; DPO II is the full-journey level class within the Deputy Probation Officer series and perform full range of duties assigned under occasional instruction and are fully aware of policies and procedures within the work unit; The DPO III is journey-level class in the Deputy Probation Officer series and is distinguished within the series by the level of responsibility assumed and the complexity of duties assigned. Assists the Supervising Deputy Probation Officer in planning, assigning and reviewing workloads. The major duties of the job include (all duties may not be performed by all incumbents):*

- Maintain an assigned juvenile and/or adult caseload; counsel and guide juvenile and adult probationers including those in crisis situation; analyze emotional and behavioral disorders.
- Assess clients' needs and develop and maintain current treatment plan; monitor compliance with the terms and conditions of probation.
- Advise parents, school authorities and other pertinent agencies regarding the progress and needs of the probationer.
- Serve as an adult and/or juvenile intake officer.
- Conduct pre-court investigations; prepare petitions, court reports, own recognizance release reports, social case histories; review, and sealing of records and prepare recommendations for disposition of cases to Superior, Justice and Juvenile Courts.
- Review reports from law enforcement, district attorney and related agencies.
- Arrange and monitor placement of juvenile and adult offenders on probation in rehabilitation and/or treatment programs such as work furlough, group homes, alcoholic anonymous, drug rehabilitation, juvenile hall, ranches, camps, etc.
- Calculate and monitor payment of fines and restitution and other court ordered payments.
- Perform arrests, search, seizure, and other peace officer duties as provided by law.
- Prepare and present reports and orders modifying, revoking and terminating probation.
- Communicate with Sheriff's Office, Police Department, District Attorney's Office, Probation Departments and other related agencies on crime investigation and prevention.
- Appear and/or testify in court for detention, jurisdictional, dispositional, and violation of probation hearings; attend special, annual reviews and sealing of records and other appearances as required.
- Serve as 24 hour stand-by duty officer on rotation basis.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**ANY COMBINATION OF EXPERIENCE AND EDUCATION THAT WOULD PROVIDE THE REQUIRED KNOWLEDGE AND ABILITIES IS QUALIFYING. A TYPICAL WAY TO OBTAIN THE REQUIRED KNOWLEDGE AND ABILITIES WOULD BE:**

#### ***Education and Experience:***

**Education:** Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, OR 60 units earned for course work completed through an accredited college and

two years full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth; OR

**Experience:** Four years of experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth.

**In Addition- DPO II requires,** one year of experience performing duties similar to the Deputy Probation Officer I within Lassen County.

**In Addition-DPO III requires** three years of experience performing duties similar to the Deputy Probation Officer II within the State of California.

**License:** Possession of or ability to obtain a valid California driver's license.  
Possession of a PC 832 POST certificate within ninety days of appointment.  
Must have passed California Board of Corrections entry-level written examination, oral, physical and psychological testing.  
Complete a minimum of 200 hours of instruction in the Basic Probation Officers Course as certified by STC within the first year of appointment.

***In Addition to requirements for DPO I; DPO II and DPO III requires:***

Must possess a BSCC Probation Officer Core Certificate.  
Must have a minimum of 18 months experience as a Deputy Probation Officer I and a recommendation from the Chief Probation Officer to advance to DPO II.  
Completed 40 hours of STC certified annual training within each subsequent fiscal year.

**SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville for the Board of Corrections written examination.

**HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application is available in the application center at the Personnel Office, address listed below, and available at our website: at: <http://lassencounty.org>. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: April 22, 2021

**➔GENERAL INFORMATION➔**

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.