



EMPLOYMENT OPPORTUNITY

PROBATION SERVICES SUPPORT COUNSELOR I/II

SALARY AND BENEFITS

I: \$16.82 - \$20.18 per hour, plus benefits

II: \$18.42 - \$22.13 per hour, plus benefits

FILING DEADLINE

Continuous

DUTIES AND RESPONSIBILITIES

The Probation Services Support Counselor I/II, under direct supervision from the Supervising Deputy Probation Officer, provides for the counseling, care, welfare and custody of offenders at the Probation Department and performs related work as required. The major duties of the job include:

- Plan, organize and supervise programs for a group of offenders, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.
- Conduct individual, group and family counseling and discussions, assisting offenders in gaining insight into themselves and their relationships with others.
- Maintain order and effective discipline and instruct in acceptable behavior; take proper action with non-cooperating offenders.
- Maintain visual surveillance and follow prescribed security measures; remain alert for potential problems and take measures to reduce tensions, avoid possible violence and follow appropriate procedures in the event of emergency or crisis situations.
- Observe and record information concerning offenders' behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.
- Attend and participate in staff meetings; may participate on multi-departmental or multi-agency counseling teams in the development of plans for offenders.
- Receive, admit and transport offenders upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.
- Complete appropriate forms and orientation and explain the purposes and procedures of detention.
- May transport offenders as necessary for medical care, court appearances and other needs.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

Level I

Some experience working with offenders.

High School degree or equivalent

Level II

One year as a Probation Services Support Counselor with the Lassen County Probation Department, or equivalent; must have fulfilled all requirements necessary to successfully pass probation for Counselor I; completion of mandatory training; and recommendation of the Chief Probation Officer.

Licenses and Certifications

Must have valid California driver's license.

Special Requirements

California Government Code Sections I029 and I03I specify the following minimum standards for Probation Services Support Counselor:

1. Must be at least 21 years of age at the time of application.
2. Must have no prior felony convictions unless fully pardoned.
3. Must be of good moral character as determined by a thorough examination of background, including fingerprint check.
4. Must pass a physical and psychological examination and be free of any physical, emotional or mental condition, which might adversely affect the powers of a peace officer.
5. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Additional Requirements:

1. Possession of or ability to obtain within ninety-(90) days of employment and subsequently maintain current Basic First Aid and Cardiopulmonary (CPR) certificates. Level II must have these current.
2. Successful completion of 832 Penal Code Training (arrest, search and seizure) within 180 days of employment. Must be completed prior to Level II status.
3. Successful completion of 160 hours of instruction in the **Juvenile Corrections Officers Core Course** as certified by the **California Corrections Standards Authority** within one (1) year of employment. Thereafter, must successfully complete 24 hours of annual training. Must be completed prior to Level II status.
4. Willingness and availability to work nights, weekends and holidays and unscheduled shifts.
5. Sufficient strength and dexterity to physically restrain hostile juveniles.
6. Mental stability to deal with emotionally charged and potentially verbally abusive hostile juveniles.



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. The required Lassen County application is available at our website at <http://lassencounty.org>. In Personnel Services, or available by visiting our application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

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

 (530) 251 -8320 

Opened: November 12, 2020

☞ GENERAL INFORMATION ☜

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

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. EOE