



## EMPLOYMENT OPPORTUNITY

# PROBATION TECHNICIAN

### **SALARY AND BENEFITS**

\$16.07 - \$19.28 per hour, plus benefits

### **FILING DEADLINE**

5:00 p.m., February 24, 2020

### **DUTIES AND RESPONSIBILITIES**

*The Probation Technician performs a wide variety of office, fiscal and administrative duties related to the Probation Department. The major duties of the job include:*

- Review and highlight any probationers on the ADF Inmate in custody list and the ADF inmate court calendar and send out to all Adult Probation Officers on a daily basis.
- Enter, proofread and process a variety of legal and court documents including general correspondence, minutes, agendas, notices, reports, memos, court orders and statistical charts.
- Complete rounds daily to pick up/drop off court documents, reports and files, file documents and file reports with the court.
- Make travel and training arrangements for staff.
- Process department staff meeting minutes and disseminate.
- Process and record certificates and licenses; collect and process fees and charges, warrants, stipulations and Violation of Probation.
- Maintain the department calendar, court files in conjunction with court calendar, CLETS processing and auditing procedures.
- Schedule appointments and court calendar as assigned; reschedule time conflicts with judges and attorneys.
- Maintain and manage all offender files according to department policy.
- Maintain a variety of simple statistical, legal and court records; check and tabulate normal statistical data; prepare routine statistical reports, prepare various monthly state reports in compliance with reporting instructions.
- Operate standard office equipment including personal computers as assigned; may perform varied duties on computer programs; may perform routine system back-up duties.
- Receive, sort and distribute incoming and outgoing mail.
- Attend court to document outcomes on specific cases as directed, record in case management system.
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

***Experience:*** One year of office-related experience is desirable.

***Education:*** Equivalent to the completion of the twelfth grade.

***License and Certification:***

Possession of a valid California driver's license.

Must be able to type 45 words per minute.

**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. An application may be obtained from the Personnel Office listed below or by visiting the Personnel Department of our website at <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application to:

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

PH: (530) 251 -8320

Opened: February 5, 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. 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