



## EMPLOYMENT OPPORTUNITY

# SUPERVISING DEPUTY PROBATION OFFICER I/II

### **SALARY AND BENEFITS**

Level I: \$25.19 - \$33.35 hourly, plus benefits

Level II: \$27.65 - \$36.65 hourly, plus benefits

### **FILING DEADLINE**

5:00 p.m., January 19, 2023

### **DUTIES AND RESPONSIBILITIES**

*The Supervising Deputy Probation Officer provides technical and functional direction, leadership and support for Probation Staff in the Adult and Juvenile Divisions. The major duties of the position include:*

- Provide direct supervision of probation personnel, may provide direct or indirect supervision to administrative support personnel.
- Responsible for selection, training, professional development and discipline of assigned staff.
- Provides recommendations to the Assistant Chief Probation Officer regarding program development and implementation, staffing and field/court activities.
- Provides supervision and oversight concerning probation caseloads, intakes, court investigations, and collaborative programs.
- Reviews case documents to ensure compliance with state mandates.
- Serves as liaison with the Superior Court, District Attorney's Office, Public Defender's Office, Law Enforcement Agencies, County Departments, community organizations and the public.
- Monitors and ensures that programs are meeting Departmental mission and are a benefit to the community at large.
- Implements Departmental goals, objectives, policies and work standards as assigned for the Department.
- Maintains 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 client's 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.
- 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.
- Perform arrests, search, seizure, and other peace officer duties as provided by law.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

**Training and Experience:** 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 of full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, **OR**, four years of experience described above, **AND**, three years of responsible adult or juvenile probation experience, two of which must be at the journey (Deputy Probation Officer II) level, or one at the advanced journey (senior) level.

**License:** Possession of or ability to obtain a valid California driver's license  
Possession of 832 PC POST Certificate  
Must have passed California Board of Corrections entry level written examination, oral, physical and psychological testing.  
Must have completed a minimum of 200 hours of instruction in the Basic Probation Officers Course as certified by STC or possess an equivalency thereof.  
Completed 40 hours of STC certified annual training within each subsequent fiscal year.  
Successfully complete 80 hour Probation Supervisor's Core Course certified by the California Board of Corrections within one year of employment. Thereafter, must successfully complete 40 hours of annual training.


## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited 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. For a bulletin and a required Lassen County application, visit the Personnel Department at our website at <http://lassencounty.org> or visit the 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: December 29, 2022

### 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.