



## EMPLOYMENT OPPORTUNITY

# DEPUTY PROBATION OFFICER I/II

### SALARY AND BENEFITS

DPO I \$16.42 - \$19.72 hourly, plus benefits

DPO II \$17.99 - \$21.63 hourly, plus benefits

### FILING DEADLINE

5:00 p.m. February 22, 2016

### DUTIES AND RESPONSIBILITIES

*Deputy Probation Officers investigate cases of juvenile and adult applicants for probation, prepare juvenile and adult recommendations for the court, and provide technical support to the Assistant Chief Probation Officer. The Deputy Probation Officer II is the journey level class and performs a broader range of duties. The major duties of the job include.*

- 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

#### *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 in addition DPO II requires**, one year of experience performing duties similar to the Deputy Probation Officer I within Lassen County.

**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.

***In Addition to requirements for DPO I, DPO II requires:***

Complete a minimum of 200 hours of instruction in the Basic Probation Officers Course as certified by STC within the first year of appointment, or possess an equivalency thereof.  
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 to sit 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 may be obtained from the Personnel Office at the address listed below or by visiting our website at: [www.co.lassen.ca.us](http://www.co.lassen.ca.us). 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 February 2, 2016

## **→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 prior to 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.