

DEPUTY PROBATION OFFICER I

DEFINITION:

Under immediate supervision, performs work associated with the investigation, evaluation, sentencing, and supervision of adult and juvenile offenders; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Deputy Probation Officer classification series is used throughout the Probation Department. All Deputy Probation Officers are defined as Peace Officers pursuant to Penal Code Section 830.5. Consistent with the Penal Code and at the direction of the Chief Probation Officer, Deputy Probation Officer incumbents may be required to maintain and use a firearm while on duty.

Deputy Probation Officer I is the entry-level classification in the Deputy Probation Officer series. Assignments at this level are subject to close review and evaluation while in progress and upon completion. The primary focus at this level is to have incumbents learn and apply, through case management, the theories, principles, and practices relating to modern probation work, as well as departmental policies and procedures. This class differs from Deputy Probation Officer II in that incumbents at the II level are sufficiently trained and experienced to perform assignments with minimum supervision and review and may assist in training lower-level probation officers.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Interviews and investigates probationers, victims, and witnesses to obtain information necessary for proper disposition of cases; determines the impact of the crime and the amount of restitution owed; and prepares and presents court reports recommending sentencing and disposition of adult and/or juvenile matters.
2. Evaluates facts and formulates case plans regarding probationer's personal, social and occupational rehabilitation and adjustment.
3. Monitors activities and whereabouts of known probationers, suspects, their associates, hangouts, modus operandi, and other pertinent information.
4. Works in collaboration with local law enforcement agencies, school districts, other governmental agencies, and community based organizations.
5. Develops and maintains effective relationships with various civic, professional, and educational organizations.
6. Represents the Probation Department in court proceedings.

## DEPUTY PROBATION OFFICER I (Cont'd)

### SAMPLES OF DUTIES: (Cont'd)

7. Prepares reports, correspondence, and statistical data; maintains records and files.
8. May be required to maintain and use a firearm while on duty.
9. May apprehend, supervise, and transport adult and juvenile offenders to insure compliance with Court orders; applies proper techniques of arrest, search and seizure in the apprehension of offenders.
10. May transport offenders to and from various locations, such as jail, courts, and other institutions.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### Knowledge of:

- Interview and investigative techniques.
- Report writing principles including rules of correct grammar, punctuation, and sentence structure.
- Federal, State, and local criminal justice laws, regulations, codes and ordinances pertinent to adult and juvenile detention and probation work.
- Law enforcement and related legal terminology.
- Behavioral science principles and their application to casework and/or group work.
- Federal, State, and local criminal justice system operations and services.
- County customer service objectives and strategies.

#### Skills/Abilities to:

- Read, comprehend, and appropriately apply laws, regulations and policies.
- Observe and record events accurately and concisely.
- Interpret aberrant behavior of individuals and groups.
- Read, analyze and retain information of a factual or procedural nature.
- Assess situations to prevent or solve problems and take appropriate course of action.
- Prepare and provide testimony in court.
- Exercise good judgment in maintaining order and security, and directing the activities of inmates/wards in a detention/correctional facility.
- Communicate effectively orally and in writing with people of various educational, socio-economic, and cultural backgrounds.
- Write clear, accurate and concise reports.
- Use word processing and computer application programs and equipment in the production of work.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Adapt quickly and effectively to emergency situations.
- Work effectively under pressure and stress; and a high degree of maturity, integrity and good judgment.

DEPUTY PROBATION OFFICER I (Cont'd)

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with a bachelor's degree in criminology, counseling, psychology, social work, or closely related field.

OR

Graduation from an accredited four-year college or university with a bachelor's degree and one (1) year of full-time, paid work experience in probation, parole, juvenile institutions work or a closely related field may be substituted for the specialized college major.

License: Possession of a valid Class "C" California Driver's License. Incumbents may be required to obtain a California Class "B" Driver's License.

Other: Under California Penal Code Section 830.5, the Deputy Probation Officer I classification is defined as a Peace Officer. Therefore, candidates must meet minimum standards as listed in the California Government Code Sections 1029 and 1031. In addition, they must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation.