

PROBATION TECHNICIAN I

DEFINITION:

Under immediate supervision, performs a variety of non-peace officer support services for the Probation Department professional staff; conducts evaluative, interpretive and advisory services for probation clients; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Probation Department, headed by the Chief Probation Officer, combines several state-mandated, interrelated functions oriented to the investigation, evaluation, sentencing, and supervision of adult and juvenile offenders. Organizationally, the department consists of four major divisions: Adult Probation, Juvenile Probation, Elkhorn Correctional Facility, and Juvenile Hall.

Within this framework, under the supervision of a Deputy Probation Officer, the Probation Technician classification series is primarily responsible for providing non-peace officer support to Probation Department professional staff involved in juvenile court, or adult probationer supervision and investigation functions. Incumbents in this classification may also be assigned to various specialized probation programs throughout the department.

Probation Technician I is the entry-level classification in the Probation Technician 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 the theories, principles, and practices relating to modern probation work, as well as departmental policies and procedures. This class differs from Probation Technician II in that incumbents at the II level are sufficiently trained and experienced to perform assignments with minimum supervision.

Incumbents of this classification must possess: strong oral and written communication skills; ability to interpret and apply laws, rules, and regulations related to the Probation Department; the ability to establish rapport with persons of differing ethnic and socioeconomic backgrounds; a high degree of maturity, integrity, responsibility and accountability; a high level of organizational and problem solving skills; an ability to follow instructions and/or directives; and working knowledge of computer software applications.

SAMPLE OF DUTIES:

The information listed below is meant to serve as samples of the 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 clients, detained offenders, and probationers in order to obtain factual information required for the preparation of court reports, and/or to determine eligibility for participation in specialized probation programs.
2. Monitors client performance while on probation, in custody, or in the community.
3. Advises clients of available services, and provides assistance in obtaining appropriate services.

PROBATION TECHNICIAN I (Cont'd)

SAMPLES OF DUTIES: (Cont'd)

4. Refers clients to psychological, health, medical, and social services providers.
5. Initiates and maintains contact with probationers by telephone, program visits, office interviews and home visits.
6. Administers drug and alcohol tests to probationers according to established procedures and guidelines.
7. Interprets and explains applicable laws, rules and regulations, and orients clients to the justice system.
8. May represent the Probation Department in court.
9. May act as a liaison between department and law enforcement, courts, and community agencies.
10. Compiles, maintains, and prepares contract and statistical data records.
11. May translate (oral/written) as required to serve departmental needs.
12. May transport clients who are not in custody.
13. Prepares reports, memoranda, and correspondence.
14. May provide training and support to departmental staff.

MINIMUM QUALIFICATIONS:

Education: Completion of sixty (60) semester units from an accredited college or university that is acceptable within the United States' accredited college or university system. At least fifteen (15) of the required units must be in Criminology, Corrections, Counseling, Psychology, Social Work, or a closely related field.

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