DEPUTY PROBATION OFFICER I

DEFINITION

Under close supervision, investigates, counsels, and supervises adult and juvenile offenders adjudicated by the Court for supervision; ensures compliance with court ordered, and other conditions through counseling and supervision; and coordinates community resources to assist offenders successfully complete the terms of supervision.

CLASS CHARACTERISTICS

This is the entry and first working level class in the Probation Officer series. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. Incumbents carry a normal caseload but work under relatively close supervision until they develop their skills and knowledge of probation work. This class is distinguished from a Deputy Probation Officer II by the complexity of tasks performed and level of independence exercised in handling complicated and difficult cases. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow. Interpretation of general administrative or operational policies is sometimes necessary.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Conducts initial interviews with individuals prior to sentencing, those assigned to supervised status, and minor wards of the Court; gathers required information relating to social history, family history, prior court and/or controlled substance involvement; explains conditions of supervision; prepares and explains goals to be achieved during supervision period.

2. Establishes reporting schedules; maintains scheduled contact with offenders to ensure conditions of supervision are met; witnesses and collects urine specimens from offenders for drug and alcohol analysis; makes visits to homes and work sites to determine and verify activities of supervised offenders.

3. Compiles case materials for processing; confirms documentation and evidence is assembled and organized; processes documents and evidence in accord with applicable codes; maintains record of all materials processed.
4. Counsels juveniles and their families; gathers social history, family history, and other pertinent data; advises parents, school authorities, and social organizations regarding the progress and needs of juveniles.

5. Performs intake functions for juvenile referrals; compiles and develops intake records; records and maintains information relating to juveniles through the Court process and during supervision; arranges transportation for and transports juveniles to Court, and to appointments in the community.

6. Counsels with offenders regarding education, employment, job skills training, non-violent problem-solving techniques and related issues; makes referrals and consults with community resource agencies for needed assistance; transports offenders to appointments and rehabilitative programs and services.

7. Prepares adult pretrial services, pre-sentence and post-sentence reports, restitution reports, and other documents; makes appropriate recommendations to the Court regarding probation and/or mandatory supervision eligibility, sentencing, restitution, and eligibility for Recovery Court.

8. Performs financial restitution investigations; researches and examines the facts of the case; determines appropriate restitution; makes recommendations to the Court.

9. Reviews detention and custody information to calculate custody credits for intake reports and for offenders who violate conditions of supervision.

10. Relates effectively to persons of diverse social and ethnic backgrounds; and establishes and maintains effective relationships with those contacted in the course and scope of work.

11. Investigates offenders who violate conditions of supervision and makes recommendations to the Court regarding revocation of supervision; prepares petitions and declarations; presents petitions and declarations to the Court; offers testimony relating to supervision revocation.

12. Effects the arrest of supervision violators when conditions of supervision are violated, and in coordination with appropriate allied law enforcement agencies, if necessary.

13. Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when investigations or activities are related to on-going investigations being conducted by the Probation Department; assists supervisory personnel and outside agencies with searches and arrests.

14. Types petitions, declarations, investigative reports, restitution reports, and other documentation required in the performance of duties; processes and files documents with the Court as appropriate; updates case files in case management system.
15. Compiles and maintains case records and reports; ensures documents are complete and organized for ease of retrieval as needed; processes case files for further action or closure after disposition has been made.

16. Conducts assessments for pretrial release, juvenile detention, and risk/needs assessments for dispositional reports and supervision of offenders; conducts other assessments as needed.

17. Applies the Principles of Effective Intervention to supervision case work; prepares case plans which target criminogenic needs; employs prevention and intervention services as needed; facilitates a variety of evidence-based and best practice programs and services as assigned; participates extensively in multidisciplinary collaboration.

18. Completes continuing education courses as mandated by law; attends professional, organizational, and educational training conferences, workshops, and meetings.

EXAMPLES OF MARGINAL DUTIES

1. May serve as a peer support for staff of the department and outside agencies.
2. Provides security at emergency shelters, community events, or school-related events; responds to assist with emergency operations.

MINIMUM QUALIFICATIONS

Knowledge of: Basic principles of applied psychology and sociology; interviewing techniques; human behavior and dynamics.

Ability to: Learn the principles and practices of current adult and juvenile probation work; learn state laws and county ordinances affecting adults and juvenile probation; learn current casework techniques applicable to probation work; understand and deal effectively with offenders; work effectively with a multi-cultural population; analyze investigative material; make proper deductions and recommendations; determine truth of statements; work cooperatively with peace officers and related social service agencies; speak and write effectively.

Education and Experience: Bachelor’s Degree from an accredited college or university in Criminal Justice, Behavioral Science, or related field. Successful completion of 176 hours of California Probation Officer Core Course Training within the first year of employment, and a minimum of forty hours each year thereafter.
Special Requirements:

Essential Duties require the following physical skills and work requirements:

May require the ability to use and care for firearms; requires the ability to think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations; operate assigned equipment; perform semi-skilled repetitive movements, such as using a computer, typing and data entry; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others; hear and communicate orally; ability to operate a motor vehicle.

License or Certificate: Must possess and maintain a valid Class C California Driver’s License.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.