DEFINITION

Under general supervision, performs complex casework and investigations involving adult or juvenile offenders adjudicated by the Court for supervision; and supervises offenders by monitoring, counseling, and coordinating rehabilitative and community resources to ensure compliance with Court ordered conditions of supervision.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Probation Officer Series. Incumbents must be a subject matter expert in at least one program area, and must possess the ability to independently perform difficult and complex assignments which require considerable skill, professional judgment and thorough knowledge of departmental policy and procedures. Incumbents are assigned to perform the most complex case work or may be assigned to special departmental projects requiring a significant level of functional expertise. Incumbents act in the absence of the supervisor, provide on-the-job training and coaching to new and existing employees, and/or may assist in the preparation of program and departmental policies and procedures.

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, and prior court and/or controlled substance involvement; explains conditions of supervision; prepares and explains goals to be achieved during supervision period; prepares case plans and maintains updates for dispositional hearings; may represent department in Court for dispositional and other hearings.

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 worksites 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. Performs home evaluation studies on juveniles; counsels with 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 the 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 and makes recommendations to the Court regarding probation and/or mandatory supervision eligibility, sentencing, restitution, and eligibility for Recovery Court; may review other officers’ reports for thoroughness and accuracy prior to submission.

8. Performs financial restitution investigations; researches and examines facts of 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. Serves as a resource and subject matter expert to employees at all levels of the organization, outside agencies, and the public on department programs and procedures; prepares or assists in the preparation of program and departmental policies and procedures; and identifies issues and problems and proposes solutions.

11. Provides on-the-job training and coaching to new and existing employees to ensure the successful performance of the duties, responsibilities and expectations of Deputy Probation Officers.

12. Performs lead duties including overseeing, assigning and reviewing the work of subordinate staff; and provides feedback on the work performance and/or actively participates in the performance review process for probationary employees.

13. 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.
14. 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; may review other officers’ work for thoroughness and accuracy prior to submission.

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

16. 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.

17. Photographs evidence, suspects and crimes scenes; identifies each photograph for entry into case file and/or Court record; prepares and submits evidence to the District Attorney’s office for discovery.

18. 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.

19. 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.

20. Conducts assessments for pretrial release, juvenile detention, and risk/needs assessments for dispositional reports and supervision of offenders.

21. 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.

22. Serves as Supervisor in the absence of same; performs duties related to that position.

23. Conducts training to departmental personnel and stakeholders on applicable topics to include, but not limited to court procedures, interviewing and investigative techniques, and legal issues relating to departmental function.

24. Completes continuing education courses on an annual basis in stipulation with state law;
attends professional, organizational, and educational training conferences, workshops, and meetings.

**EXAMPLES OF MARGINAL DUTIES**

1. May be trained in and assigned special duties including but not limited to background investigator, training manager, firearms instructor, field training officer, placement officer and/or narcotics enforcement officer.
2. May serve as peer support for staff of the department and outside agencies.
3. Provides security at emergency shelters, community events, or school-related events; responds to assist with emergency operations.

**MINIMUM QUALIFICATIONS**

*Knowledge of:* Principles and practices of probation work; the techniques of social casework, interviewing, and case recording; psychology as it relates to individual and group behavior; community resources available for social treatment of dysfunctional persons; sociology as it relates to cultural groups and community dynamics.

*Ability to:* Prepare and present effective written or oral reports; supervise the work of others; establish and maintain effective personal and working relationships.

*Education and Experience:* Bachelor’s Degree from an accredited college or university in criminal justice, behavioral science or related field; at least two years of experience equivalent to a Deputy Probation Officer II which demonstrates the ability to successfully perform at the higher journey level; Completion of a minimum of forty hours of in-service training per year.

*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.