SUPERVISING PROBATION OFFICER

DEFINITION

Under direction, to supervise assigned staff and direct activities of the Probation Department casework and investigations involving adult or juvenile offenders adjudicated by the Court; to assist staff in the performance of their duties to ensure optimum departmental efficiency and effectiveness; to perform specialized casework and investigations; and to perform related work as required.

CLASS CHARACTERISTICS

This is a full supervisory classification that works under the direction of higher level management staff. Emphasis is on supervision and performing the more complex work of the unit. Work is performed within a broad framework of general policy, and requires creativity and resourcefulness to accomplish goals and objectives, and in applying concepts, plans and strategies which may deviate from traditional methods and practices.

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. Supervises, directs and evaluates assigned staff and volunteers; processes employee concerns and addresses problems; assigns and directs work; counsels and disciplines; completes employee performance appraisals; approves vacation and leave time; takes appropriate action regarding workplace injuries and illnesses.

2. Directs the activities of investigations and supervision in adult and/or juvenile units; evaluates case adjudicated for supervision; organizes, schedules and assigns caseload; maintains balance of cases assigned for juvenile and/or adult caseloads; conducts audits of case work and case plans.

3. Assists departmental staff in the daily performance of duties; provides training, information, advice, and guidance; analyzes problems and formulates solutions; meets with staff to set professional goals.

4. Reviews and enters disposition of cases into case management system; researches any missing or incorrect information to detect problems; determines resolution.

5. Reviews, edits, and assesses probation reports prepared for court by subordinate personnel; represents the department at court proceedings and presents facts.

6. Serves as liaison and coordinates with the Court and other criminal justice agencies.
7. Prepares and submits documents and reports relating to probation investigations, and other related matters.
8. Assists County personnel and outside agencies in the conduct of surveillance, undercover operations, searches, and arrests.
9. Prepares annual estimates of personnel, facilities and equipment needed for preparation of departmental budget.
10. Reviews relevant laws, regulations and guidelines issued by local, state and/or federal government to ensure compliance with these regulations.
11. Responds to requests for information or assistance from other agencies and the public; provides statistical data and information as requested by department managers or the chief for reports, surveys, and committee meetings.
12. Conducts staff meetings; communicates department and county policies and procedures to staff; ensures staff compliance with policies and procedures, and laws and regulations pertinent to community corrections work.
13. Maintains training records for assigned staff; enrolls staff in appropriate and approved training; coordinates with training manager to ensure staff meet training requirements and to provide documentation of trainings attended.
14. Creates and implements new programs, procedures and policies that promote the department’s goals and objectives.
15. Attends meetings, conferences and training, as needed.

EXAMPLES OF MARGINAL DUTIES

1. May manage caseload; prepare declarations for violations of probation or other court documents.
2. Participates extensively in multidisciplinary collaboration.
3. May serve as peer support for staff of the department and outside agencies.
4. Provides security at emergency shelters, community events, or school-related events; responds to assist with emergency operations.

MINIMUM QUALIFICATIONS

Knowledge of: The theory and practice of social casework as it relates to the investigation and evaluation of offenders considered for or admitted to probation supervision; pertinent laws relating to probation, courts and the criminal justice system; psychology as it relates to individual and group behavior; criminal justice and court systems and procedures; community resources available for social treatment of dysfunctional persons; sociology as it relates to cultural groups and community dynamics; principles, practices and techniques of supervision.

Ability to: Direct and supervise a group of subordinate employees maintaining consistency with program objectives and standards; initiate, plan, organize, evaluate and coordinate work
assignments with a minimum of direction and control; establish and maintain effective working relations with clients, the general public and personnel at all organizational levels; interpret complex regulations, laws and guidelines; prepare concise, logical oral and written reports; explain policies, procedures and/or recommendations; communicate effectively both orally and in writing; prepare and maintain accurate records; respond to emergency situations in a safe and appropriate manner. Complete a minimum of forty hours of in-service training per year.

**Education and Experience:** Bachelor’s Degree from an accredited college or university in criminal justice, behavioral science or related field; increasingly responsible experience in probation, at least four years of experience equivalent to a Deputy Probation Officer II which demonstrates the ability to successfully perform at the higher journey level;

**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.

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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.