DEFINITION

Under 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 journey level class in the Probation Officer series, performs a full range of complex tasks, and works under general supervision and direction within a framework of established procedures. Incumbents handle increasingly more complicated and difficult cases. At this level, incumbents work with only occasional instruction or assistance. This class differs from the Deputy Probation Officer III in that a Deputy Probation Officer III performs work at an expert level and may be assigned special projects with little or no oversight. Work is reviewed upon completion and for overall results; involves interpretation of policies, procedures and guidelines; and may require the development of recommendations consistent with directives, policies and regulations.

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 involvement and prior controlled substance abuse; 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 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 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 and makes 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 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. 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.

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

12. 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.

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. Photographs evidence, suspects, and crime 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.
15. 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.

16. 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.

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

18. 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.

19. 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: Principles of community corrections, social casework, and court procedures;
federal, state, and local laws and ordinances affecting adult and juvenile probation work;
principles and findings of applied psychology and sociology; the causes, extent, prevention, and
control of crime and delinquency; interviewing and counseling techniques.

Ability to: Understand and deal effectively with offenders; analyze investigative material and
make proper deductions; determine the truth of statements; work cooperatively with peace
officers and related social agencies; speak and write effectively; exercise skilled judgment when
supervising offenders.

Education and Experience: Bachelor’s Degree from an accredited college or university in
criminal justice, behavioral science or related field; minimum of one year of professional
probation work experience equivalent to work performed by a Deputy Probation Officer I of
Sutter County, which demonstrates the ability to perform at the journey level and includes the
successful completion of the California Probation Officer Core Course Training; 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.

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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.