

COUNTY OF AMADOR



JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
March 18, 2016 5:00 PM	Deputy Probation Officer I/II	Probation	\$20.79-30.57/hr.

Definition: Under general supervision, to investigate cases of juvenile delinquency, status offenders and adult referral for probations; to supervise a caseload of assigned probationers; and to do related work as required.

Examples of Duties:

- Receives adult and juvenile cases assigned by supervisor
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it
- Interviews client's family and interested individuals to determine environmental, employment, financial and marital status; talks to the referring law enforcement officer about the case
- Prepares and submits a court report outlining pertinent information and recommending a course of action
- Presents the report in court and answers the judge's questions concerning the case
- May transport juveniles to/from court
- Reviews the case files
- Develops a plan for making regular contacts with the probationer and providing counsel, guidance, and support
- Holds regular interviews and counseling sessions with probationers
- Arranges for financial payments to be made
- Monitors behavior to determine compliance with conditions of probation
- Records contacts in the case file
- Reviews progress in the case with supervisor
- May serve as on-call officer for juvenile problems
- Serves as intake officer in determining if a juvenile petition should be filed
- Determines whether court action is necessary
- Does crisis counseling as required
- Conducts search and seizure of person, property and vehicles
- Advises clients of available community resources
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest
- May arrest probationers (adults and juveniles) if necessary

Knowledge of:

- Federal, and State laws relating to probation work
- Modern probation casework. objectives, principles, and methods including individual and group behavior
- Psychology as applied to both juvenile and adult offenders
- Community, public and private agencies available for the probationer

Ability to:

- Learn the principles of adult and juvenile probation work and of related court procedures

Amador County is an Equal Opportunity/Affirmative Action employer.

Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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- Learn the provisions of the Penal, Welfare and Institutions, Education, Vehicle and Health and Safety Codes
- Analyze investigation material and make proper deductions
- Interview clients and elicit necessary information
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others
- Work cooperatively with peace officers and related social services agencies
- Operate various equipment such as typewriter and computer keyboard
- Make oral presentations and training before groups
- Prepare, review, and analyze data

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Deputy Probation Officer I - Some previous work experience in a probation related field is highly desirable.

Graduation from an accredited four-year college with a major in criminology, sociology, psychology, social work or closely related field.

Ability to complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training, and evidence of continued compliance with annual training requirements.

Deputy Probation Officer II - Eighteen months (18 months) of professional probation work experience comparable to that of a Deputy Probation Officer I with Amador County.

Graduation from college with a major in criminology, sociology, psychology, social work or closely related field.

Special Requirements - Ability to qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Possession of CPR /First Aid Certificate.

Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031.

Selection Requirement: All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected for an interview.

For Job Application and Complete Job Description Contact:

AMADOR COUNTY HUMAN RESOURCES

810 Court Street, Jackson, CA 95642

(209) 223-6456 . Fax: (209) 223-6426 . www.amadorgov.org

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