



COUNTY OF FRESNO
invites applications for the position of:

PROBATION TECHNICIAN I

SALARY: \$14.04 - \$17.95 Hourly
\$1,123.00 - \$1,436.00 Biweekly
\$2,433.17 - \$3,111.33 Monthly
\$29,198.00 - \$37,336.00 Annually

OPENING DATE: 12/09/16

CLOSING DATE: 12/22/16 04:00 PM

POSITION DESCRIPTION:

Scheduled Salary Increase:
2.5% effective 7/03/17

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

Written examination is tentatively scheduled on Friday, January 20, 2017.

The Fresno County **Probation Department** has exciting and challenging opportunities for individuals interested in developing a career in Criminal Justice as a **Probation Technician I**.

The **Probation Technician I** classification is responsible for providing non-peace officer support services for Probation Department professional staff; conducting evaluative, interpretive and advisory services for adult and youth offenders; and performing related work as required.

Positions in this classification are in Medical Group I - Light Physical Activity (Personnel Rule 8). This group includes positions which require only light physical effort and may include lifting of small, light objects and some bending, stooping, squatting, twisting, and reaching. Considerable walking or standing may be involved.

As a condition of employment with the Probation Department, candidates must undergo and pass a thorough and detailed personal background investigation and polygraph examination. The background investigation includes employment/credit histories, verification of education, arrest/criminal records, drug/alcohol use, and personal conduct. This list is neither inclusive nor exclusive; other relevant areas may be investigated and verified.

Note: The eligible list established from this recruitment may be used to fill both extra-help and permanently allocated positions. Individuals selected for extra-help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

SAMPLES OF DUTIES:

[Please click here to review the Samples of Duties.](#)

KNOWLEDGE, SKILLS AND ABILITIES:

[Please click here to review the Knowledge, Skills and Abilities.](#)

MINIMUM QUALIFICATIONS:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

License: Possession of a valid Class "C" driver's license, or equivalent. Possession of a valid Class "B" driver's license, or equivalent, may be required.

TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:

- **Applicants must meet the minimum qualifications for this position by the filing deadline.**
- **A completed Fresno County employment application is required (must be current, complete and accurate; amendments will not be accepted after the filing deadline).**
- **Valid driver's license number must be listed on your application. Failure to provide this information on your application will result in the disqualification of your application.**
- **Please fully list your education/work experience, including current position. Failure to list current and complete education/work experience within the job application (including employment with the County of Fresno) will disqualify the applicant from consideration.**
- **In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, location, the type and number of units earned (semester or quarter), and if applicable, which major or program was completed. Failure to completely list education within the job application will disqualify the applicant from consideration.**
- **College/university transcripts may be requested to verify completion of qualifying units.**
- **If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You must either attach a copy to your online employment application; fax a copy to (559) 455-4788, Attn: Sharayah Bell; or hand deliver a copy to our office. Late submission of documentation will not be accepted.**
- **Resumes and attachments are not accepted in lieu of a completed employment application.**

SELECTION PROCESS:

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for the following process:

- **Written Examination** - Applicants meeting the minimum qualifications will be invited to participate in the written examination process. The written examination is tentatively scheduled for **Friday, January 20, 2017**. It is the applicant's responsibility to contact Human Resources at (559) 600-1830 if notice has not been received one week prior to the date of the exam.

Successful candidates will be placed on an employment list effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

REQUIRED APPLICATION MATERIALS:

- **Fresno County Employment Application** - must be current, complete and accurate; amendments will not be allowed after the filing deadline.

Please note: Applications must be submitted online only. Applications submitted via e-mail, fax, U.S. mail, or in person in our office will not be accepted. Resumes and attachments are not accepted in lieu of an application.

HOW TO APPLY:

Online only: An online application may be found at <http://agency.governmentjobs.com/fresnoca>.

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions (such as formatting of education or work experience) will result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to <https://www.governmentjobs.com/Applications/Index/fresnoc>.

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination, or selection process may *contact Human Resources at (559) 600-1830 at least 5 days prior to the scheduled date or deadline.*

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Sharayah Bell

County of Fresno, Human Resources
Employment Services Division
2220 Tulare St., 14th Floor
Fresno, CA 93721
(559) 600-1830

Position #16-0250
PROBATION TECHNICIAN I
SB

HREmploymentServices@co.fresno.ca.us
