



## EMPLOYMENT OPPORTUNITY

# DEPUTY PROBATION OFFICER I/II/III

### **SALARY AND BENEFITS**

DPO I \$21.50 - \$28.34 hourly, plus benefits

DPO II \$23.56 - \$31.10 hourly, plus benefits

DPO III \$27.05 - \$35.78 hourly, plus benefits

### **FILING DEADLINE**

Continuous

### **DUTIES AND RESPONSIBILITIES**

*Deputy Probation Officers investigate cases of juvenile and adult applicant cases for probation; to prepare juvenile and adult recommendations for the courts. The major duties of the job include (all duties may not be performed by all incumbents):*

Deputy Probation Officer I: This is the entry level class in the Deputy Probation Officer series. This class is distinguished from the Deputy Probation Officer II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Deputy Probation Officer II: This is the full journey level class within the Deputy Probation Officer series. This class is distinguished from the Deputy Probation Officer I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Deputy Probation Officer III: This is the Journey level class in the Deputy Probation Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of the duties assigned. This classification assists the Supervising Deputy Probation Officer in planning, assigning and reviewing workloads.

- Maintain an assigned juvenile and/or adult caseload; counsel and guide juvenile and adult probationers including those in crisis situation; analyze emotional and behavioral disorders.
- Assess clients' needs and develop and maintain current treatment plan; monitor compliance with the terms and conditions of probation.
- Advise parents, school authorities and other pertinent agencies regarding the progress and needs of the probationer.
- Serve as an adult and/or juvenile intake officer.
- Conduct pre-court investigations; prepare petitions, court reports, own recognizance release reports, social case histories; review, and sealing of records and prepare recommendations for disposition of cases to Superior, Justice and Juvenile Courts.
- Review reports from law enforcement, district attorney and related agencies.
- Arrange and monitor placement of juvenile and adult offenders on probation in rehabilitation and/or treatment programs such as work furlough, group homes, alcoholic anonymous, drug rehabilitation, juvenile hall, ranches, camps, etc.
- Calculate and monitor payment of fines and restitution and other court ordered payments.
- Perform arrests, search, seizure, and other peace officer duties as provided by law.
- Prepare and present reports and orders modifying, revoking and terminating probation.
- Communicate with Sheriff's Office, Police Department, District Attorney's Office, Probation Departments and other related agencies on crime investigation and prevention.
- Appear and/or testify in court for detention, jurisdictional, dispositional, and violation of probation hearings; attend special, annual reviews and sealing of records and other appearances as required.

- Serve as 24 hour stand-by duty officer on rotation basis.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### **Training and Experience:**

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, OR, 60 units earned for course work completed through an accredited college and two years of full-time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, OR, four years of experience described above.

#### **License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license. Possession of a PC 832 POST certificate within ninety days of appointment.

Must have Passed California Board of Corrections entry level written examination, oral, physical and psychological testing.

Complete a minimum of 200 hours of instruction in the Basic Probation Officers Core Course as certified by STC within the first year of appointment.

### **Deputy Probation Officer II**

#### **Training and Experience:**

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, OR, 60 units earned for course work completed through an accredited college and two years of full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, OR, four years of experience described above, AND, one year of experience performing duties similar to the Deputy Probation Officer I within Lassen County.

#### **License or Certificate: (In addition to requirements for Deputy PO I)**

Must possess a BSCC Probation Officer Core Certificate.

Must have a minimum of 18 months experience as a Deputy Probation Officer I and a recommendation from the Chief Probation Officer.

Completed 40 hours of STC certified annual training within each subsequent fiscal year.

### **Deputy Probation Officer III**

#### **Training and Experience:**

Bachelor's degree from an accredited college or university with major course work in criminology, social or behavioral sciences, or a related field, OR, 60 units earned for course work completed through an accredited college and two years of full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youth, OR, four years of experience described above, AND, three years of experience performing duties similar to the Deputy Probation Officer II within the State of California.

#### **License or Certificate:**

Must possess a BSCC Probation Officer Core Certificate.

Completed 40 hours of STC certified annual training within each subsequent fiscal year.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville for the Board of Corrections written examination.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application is available in the application center at the Personnel Office, address listed below, and available at our website: at: <http://lassencounty.org>. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

**Updated: August 2, 2023**

## →GENERAL INFORMATION←

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.