

## CHIEF PROBATION OFFICER

### **DEFINITION**

Under administrative direction, to plan, organize, manage, direct, and supervise the functions, activities, and programs of the Plumas County Probation Department, including fiscal management, personnel management, program planning and evaluation, and public and political relations; to present Department activities, programs, and functions within the Court system, community organizations, and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Chief Probation Officer is a department head classification with responsibility for the administration of the County's Adult and Juvenile probation programs. The Chief Probation Officer is appointed by the Board of supervisors in accordance with Welfare and Institutions Code section 271 and Penal Code Section 1203.5 and serves at the will and pleasure of the Board of Supervisors.

### **REPORTS TO**

The Chief Probation Officer works under the direction of the Board of Supervisors and is subject to administrative policies and procedures adopted by the office of the County Administrative Officer and the County Board of Supervisors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Deputy Probation Officer I, II, & III; Supervising Probation Officer, Department Fiscal Officer, Detention Coordinator, Probation Program Coordinator/Administrative Assistant, Community Service Work Coordinator, Legal Services Assistant I or II, Probation Assistant.

## **CHIEF PROBATION OFFICER - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers the programs, activities, and functions of the Plumas County Probation Department.
- Develops directs and implements the goals, objectives, policies, procedures and work standards for the Probation Department.
- Interprets and advises staff on law regulations, policy and procedures.
- Participates in adult and juvenile criminal justice planning activities with other departments and agencies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Oversees the activities and operations of Adult and Juvenile functions, as well as field supervision activities.
- Directs and manages the Special Purpose Juvenile Hall.
- Oversees office and administrative support functions.
- Counsels Department staff as warranted by problems and circumstances.
- Directs the gathering of statistical information and the preparation of Department reports
- Administers and oversees juvenile counseling, probation, and transportation programs.
- Organizes and administers Federal and State funded special juvenile and adult programs.
- Represents the Probation Department with the Superior Court, Board of Supervisors, special committees, community organizations, and other government agencies.
- Serves as the Department advocate
- Deals with the most sensitive public complaints and issues.
- Provides expertise on probation problems for other County management staff and elected officials.
- Reviews and evaluates Court decisions and legislation to assure compliance with appropriate laws, regulations, and standards.
- Supervises Community Corrections programs such as work furlough, electronic monitoring, etc.
- Has responsibility for insuring that Department staff receives mandated annual training.
- Serves as Work Furlough Administrator.
- Develops and administers grants.
- Performs a broad range of administrative and management duties.
- Conducts court investigations for emancipation requests and custody evaluations for relative guardianships.

## **CHIEF PROBATION OFFICER – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment and in the field; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Principles of adult and juvenile probation work including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Professional, and Health and Safety Codes applicable 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.
- Training requirements and programs for professional probation work.
- Operating policies and general functions of the State Board of Corrections.
- Budget development and expenditure control.
- Principles and techniques of effective business, public, and personnel administration.
- Principles of employee management, supervision, training, and development.
- Must be able to perform all line staff duties.

#### **ABILITY TO**

- Plan, organize, manage, direct, and coordinate the functions, programs, and activities of the Plumas County Probation Department.
- Provide direction, training, and supervision for Department staff.
- Develop the Department budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of probation statistics, records, and reports.
- Perform the most difficult and complex professional probation work.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.

## **CHIEF PROBATION OFFICER - 4**

### **ABILITY TO - Continued**

- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Professional, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Make effective public presentations on topics such as delinquency prevention and probation work.
- Coordinate Department functions with the court system.
- Operate a computer and appropriate software in the performance of probation and management work.
- Effectively represent the Plumas County Probation Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Five (5) years of broad and extensive professional work experience in adult and juvenile probation work, including at least three (3) years of experience in a management, supervisory, or lead position.

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

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Completion of the Basic Probation Course and Supervisor Core Training as certified by the Board of Corrections and evidence of continued compliance with annual training requirements.

Ability to obtain a CPR /First Aid Certificate within one (1) year of employment.

Ability to pass a full background investigation to meet provisions of Government Code 1029 and 1029.1. In addition, in accordance with Government Code Section 1031, Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.