

## **SUPERVISING PROBATION OFFICER**

### **DEFINITION**

Under direction, as a sworn peace officer, to perform professional case work services for adults and juvenile offenders involving the referral, supervision, and rehabilitation of adults and juveniles and/or their families; to provide lead direction and work coordination for other professional probation and support staff; to perform special staff assignments; and to do related work as required. Supervising Probation Officer of the Juvenile Division will also be responsible for the oversight of the Probation Assistants.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey and lead supervision level class for the Deputy Probation Officer series. Incumbents are assigned lead and work coordination responsibilities for other Deputy Probation Officers and support staff. They may also perform special staff assignments and provide some coverage for the Chief Probation Officer in the Chief's absence. In addition, they are expected to perform the full range of professional probation assignments.

### **REPORTS TO**

Chief Probation Officer

### **CLASSIFICATIONS SUPERVISED**

Deputy Probation Officer I, Deputy Probation Officer II, Deputy Probation Officer III; Probation Assistants by the Juvenile Division Supervisor.

### **EXAMPLES OF DUTIES**

- Provides lead direction and work coordination for other professional Deputy Probation Officers and support staff.
- Review, correct & approve all court documents from Supervising Division performs administrative support as delegated by the Chief Probation Officer.
- May serve as Chief Probation Officer in the Chief's absence.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews adult or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the

court.

- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contacts in the field book/case files.
- Investigates and makes recommendations to Superior, and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- Prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local welfare, mental health, representatives from social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Compiles assessment and treatment plans on each placement.
- May work with placement agency and conducts follow up on final results.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult division P.O. may be asked to fulfill this duty as backup for juvenile division (Juvenile Division Supervising Probation Officer mandatory, Adult Supervising Probation Officer upon request).
- Transports individuals in custody when necessary.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate the Drug Testing Program and supervise Intensive Drug cases.

### **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 50 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.

### **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 Profession, 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.
- Principles of work coordination and lead direction.
- Proficient writing techniques.

**Ability to**

- Provide lead direction and work coordination for other professional Deputy Probation Officers and support staff.
- Perform special administrative assignments as delegated by the Chief Probation Officer.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, 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.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds.
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.
- Prepare, review, and analyze data.

**Education and Experience:**

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and one (1) year of professional probation work experience comparable to that of a Deputy Probation Officer III with Plumas County;  
OR

Two (2) years of professional probation work experience comparable to that of a Deputy Probation Officer III with Plumas County.

*A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.*

**Preferred Training and Experience:**

One (1) year in a supervisory position is desirable.

Graduation from college with a bachelor's degree in criminology, sociology, psychology, social work or closely related field *preferred*.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's 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 Officer Core Course as certified by the Board of State and Community Corrections (BCSS).

Evidence of continued compliance with annual training requirements.

Within 1 (one) year from promotion or date of hire, incumbents must successfully complete or have already obtained State Corrections Authority STC Probation Supervisor Core Course, or applicable substitution as certified by the Board of State and Community Corrections (BSCC).

Possession of CPR /First Aid Certificate.

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.