

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY PROBATION OFFICER I	CLASS CODE: 6005
DEPARTMENT:	PROBATION	FLSA STATUS: N
REPORTS TO:	DEPUTY PROBATION OFFICER III	DATE: 8/06
CIVIL SERVICE:	YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Primary responsibilities are to investigate assigned cases, prepare written reports and make recommendations to the referring court; work consists of varied and moderately complex professional duties.

DISTINGUISHING CHARACTERISTICS:

This sworn peace officer classification is the entry-level position in the Probation Officer Series. Work is initially performed in a learning capacity under relatively close supervision. This class is distinguished from the Deputy Probation Officer II in that incumbents enter the classification series with less relevant previous experience and education and are not initially expected to function at the same skill level as the II. Incumbents are expected to gradually take on more complex duties, progressing to the Journey level.

SUPERVISION EXERCISED:

Exercises no supervision. May participate in training other staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Manage caseload of assigned probationary cases; monitor adherence of probationers with terms of probation; search probationer and residence.
- Perform intake for juvenile cases; assess, investigate, evaluate and determine disposition for each case.
- Arrange and monitor placement of individuals on probation in rehabilitation, treatment and/or other programs.
- Compile, investigate, verify and present reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers; present sentencing recommendations in court.
- Communicate with a wide variety of agencies, probation departments, law enforcement agencies, schools or other organizations to arrange and maintain needed services for probationers.
- Communicate with other law enforcement and/or social service agencies on crime investigation and prevention.
- Intervene in crises; counsel with probationers and/or family members; communicate with involved community and/or private agencies; make referrals.
- Maintain records; prepare and process various reports and court documents as needed.
- Make arrest of and transport probation violators to appropriate location, which may involve physically restraining and/or detaining individuals.
- Appear and/or testify in court for detention, jurisdictional, disposition and/or violation of probation hearings; attend special and/or annual review and sealing of records per assigned casework in both adult and juvenile cases.
- Perform drug tests following established policies and procedures; including collecting urine specimens, sending specimens to appropriate laboratory, monitoring and recording test results.
- Perform clerical duties such as filing, completing various forms, logging all contacts, and ordering supplies.
- Attend meetings and training seminars as scheduled.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Vehicle	Dictaphone	
Pepper Spray	Flashlight	Handcuffs	Radio	Firearms

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Criminal Justice, Behavioral Science or a related field and six months of related experience. 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 two years of experience for each year of education requirement.

Licenses and Certifications:

Valid California Driver's License

PC 832 within first year

Probation Officer's Core Course within first year

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of human behavior and applied psychology.
- Principles and techniques of interviewing and casework.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to write reports and correspondence.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to speak effectively before groups and respond to questions.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to arrest, detain, and/or restrain clients.

Working Conditions:

The incumbent's working conditions are typically moderately quiet but may be loud at times

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.