

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY PROBATION OFFICER II	CLASS CODE: 6006
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 journey-level in the Probation Officer Series. This class is distinguished from the Deputy Probation Officer I by the performance of a full range of more complex duties under general supervision while exercising more independent judgment than entry-level incumbents. This class is distinguished from the Deputy Probation Officer III by the performance of the most complex work and supervisory duties by the III 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:*

- Manages caseload of assigned misdemeanor and/or felony probationary cases; monitors adherence of probationers with terms of probation; searches probationer and residence.
- Assesses, investigates, evaluates and recommends disposition for each case
- Arranges and monitors placement of individuals on probation in rehabilitation, treatment and/or other programs.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers and presents the sentencing recommendations in court.
- Communicates with a wide variety of agencies, probation departments, law enforcement agencies or other organizations to arrange and maintain needed services for probationers.
- Communicates with Sheriff's Office, Police Department, District Attorney's office, Probation Department and/or social service agencies on crime investigation and prevention.
- Intervenes in crisis situations; counsels with probationers and/or family members; communicates with involved community and/or private agencies; makes referrals as required.
- Maintains records; prepares and processes various reports and court documents as needed.
- Arrests and transports probation violators to appropriate location, which may involve physically restraining and/or detaining individuals.
- Appears and/or testifies in court for detention, jurisdictional, disposition and/or violation of probation hearings; attends special and/or annual review and sealing of records per assigned casework in both adult and juvenile cases.
- Performs drug tests following established policies and procedures; collects urine specimens; sends specimens to appropriate laboratory; monitors and records test results.
- Monitors payments of fines, fees and restitution.
- Conducts presentations to community groups, organizations or others as assigned.
- May be appointed by the presiding Juvenile Court Judge to perform the duties of Juvenile Traffic Hearing Officer.
- Provides assistance and guidance to less experienced Probation Officers as needed.

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 one year of experience that is the equivalent to that of Deputy Probation Officer I. 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 required.

Licenses and Certifications:

Valid California Driver's License

PC 832

Probation Officer's Core Course

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.