

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY PROBATION OFFICER III	CLASS CODE: 6007
DEPARTMENT:	PROBATION	FLSA STATUS: N
REPORTS TO:	PROBATION DIVISION MANAGER	DATE: 8/06
CIVIL SERVICE:	YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Primary responsibilities are to supervise subordinate Probation Officers and participate in the investigation and supervision of juvenile and/or adult probation cases.

DISTINGUISHING CHARACTERISTICS:

This sworn peace officer classification is the supervising level in the Probation Officer Series. This class is distinguished from the Deputy Probation Officer I and II by the performance of the most complex and/or sensitive duties and by the supervision of subordinate Probation Officers. This classification is distinguished from the Probation Division Manager by the overall responsibility for a division of Probation by the Division Manager

SUPERVISION EXERCISED:

Exercises supervision over subordinate Probation Officers. May participate in training other staff.

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

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides direction, instruction and guidance to subordinate professionals in the management of their casework.
- Reviews, modifies and approves court reports and recommendations prepared by subordinate professionals.
- Assigns new cases to subordinate professionals; approves case transfers from one probation officer to another.
- Performs the more sensitive and difficult court assignment and supervision cases, requiring the application of considerable knowledge, skill and judgment.
- Carries an assigned caseload of juvenile and/or adult probationers, monitoring adherence to the conditions of probation when necessary.
- Assists subordinate probation officers with interpretations of technical and legal matters; provides consultation and training where required in the preparation of court reports and recommendations.
- Performs project work and specialized studies in efforts to improve caseload management; implements new projects and programs.
- Assists in the development and implementation of unit policies and procedures.
- Arranges and monitors placement of individuals on probation in rehabilitation and/or treatment programs.
- 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.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers
- Maintains records; prepares and processes 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.
- 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.
- Conducts presentations to community groups, organizations or others as assigned.
- Acts as liaison between Board of Parole Commissioners and inmates of City/County jail; may be appointed by the presiding Juvenile Court Judge to perform the duties of Juvenile Traffic Hearing Officer.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Serves on various boards and committees as directed.
- Serves as Probation Division Manager in his/her absence.

- Performs 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 one year of experience that is the equivalent to that of Deputy Probation Officer II. 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. A Bachelor's degree in a related field is desired.

Licenses and Certifications:

Valid California Driver's License	PC 832	Probation Officer's Core Course
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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of human behavior and applied psychology.
- Principles and techniques of interviewing and casework.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- 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.