



MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

DEPUTY PROBATION OFFICER I

\$19.72 - \$23.98 /Hourly \$1,577.60 - \$1,918.40/Bi-weekly \$41,017.60 – \$49,878.40/Annually

FINAL FILING DATE: March 26, 2010

JOB BULLETIN #10-017

THE POSITION

The list developed from this recruitment will be used for a limited period of time to fill regular full-time and/or part-time positions throughout the County, should they occur. This sworn peace officer classification is the entry-level position in the Probation Officer Series. Manages caseload of assigned probationary cases, involving juveniles or adults; duties include but are not limited to the following:

- Manage caseload of assigned probationary cases; monitor adherence of probationers with terms of probation.
- Perform intake for 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.
- Perform related duties as required.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **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 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.
- Computer applications related to performance of the essential functions of the job.

Skills and Abilities:

- Preparing clear and concise written materials. Using tact, discretion, initiative and independent judgment.
- Communicating clearly and effectively. Establishing and maintaining effective working relationships.
- Defining problems, collecting data, establishing facts and drawing valid conclusions.
- While performing the essential functions of this job, the employee is occasionally required to physically arrest, detain, and/or restrain probationers.

SPECIAL REQUIREMENTS

Candidates certified for appointment must satisfactorily complete a medical examination including drug screening, a background investigation and a psychological evaluation as part of the selection process.

SELECTION PROCEDURE

All complete applications will be reviewed with those judged most qualified progressing further in the selection process. Based on the number of qualified candidates, a Post-approved written examination will be administered. For those successful in passing the written exam an oral examination may be administered to test the knowledge and abilities described above. A passing mark of 70 must be attained for placement on the employment list. **Special Testing:** If you require special testing arrangements to accommodate a disability or religious conviction you must contact Human Resources at (707) 463-4261 prior to the test date to make your requirements known. You must provide enough advance notice to allow HR to properly review and evaluate your request.

This announcement is a synopsis of duties and requirements of this job; to review the complete classification specification please see the HR website. To obtain requisite application contact: Human Resources, 579 Low Gap Road, Ukiah CA 95482. (707) 463-4261; Job Line (707) 463-5424; FAX (707) 468-3407; TDD (800) 735-2929; or website: www.co.mendocino.ca.us/hr 03/10/10

EQUAL OPPORTUNITY EMPLOYER