



MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

DEPUTY PROBATION OFFICER II

\$21.76 - \$26.45 /Hourly \$1,740.80 - \$2,116.00 /Bi-weekly \$45,260.80 – \$55,016.00 /Annually

FINAL FILING DATE: March 26, 2010

JOB BULLETIN #10-018

THE POSITION

The list developed from this recruitment will be used for a limited period to fill regular full-time and/or part-time positions throughout the County, should they occur. This sworn peace officer classification is the journey-level in the Probation Officer Series. The primary responsibilities of this position are to investigate assigned cases, prepare written reports and make recommendations to the referring court; work consists of varied and moderately complex professional duties, which include but are not limited to the following:

- Manages caseload of assigned misdemeanor and/or felony probationary cases and assesses, investigates, evaluates and recommends disposition for each case.
- Arranges and monitors placement of individuals on probation in rehabilitation, treatment and/or other programs.
- Intervenes in crisis situations; counsels with probationers and/or family members; 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
- Perform other duties as assigned.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual **must** be able to perform each essential job function 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. **Minimum Education and Experience Requirements:** 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 of:

- Principles of human behavior and applied psychology and 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.

Skills and Abilities:

- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Understand, interpret and communicate complicated policies, procedures and protocols.
- Communicate clearly and effectively, both orally and in writing.
- Define problems, collect data, establish facts and draw valid conclusions.

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