

PROBATION OFFICER IDEFINITION

Under immediate supervision, works in the Probation Department and serves the Court and the community by providing professional casework services for adult and juvenile offenders and their families; supervises probationers and works toward their rehabilitation; conducts investigations; monitors and enforces probationer compliance; carries out special assignments; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the entry-level class in the *Probation Officer* series. Incumbents are given continuous supervision while gaining the skills and experience necessary to carry full caseloads and perform independently. This class is distinguished from the next higher level of *Probation Officer II* in that incumbents in the latter class work at the journey level, carrying full caseloads with less supervision and exercising more independent judgment, especially when handling complex or difficult cases.

TYPICAL DUTIES

1. Learns to conduct probation investigations and make reports to the Court; researches case histories; interprets a variety of complex technical materials including medical, legal, financial and scientific reports and documents; interviews clients, families, victims, schools, and others to formulate goals and treatment plans for clients; compiles data, establishes facts, draws valid conclusions and submits recommendations.
2. Learns to represent the Department during Court proceedings by making persuasive presentations of facts, defending recommendations and testifying as a witness; prepares, files and/or serves legal papers.
3. Learns to supervise a caseload of juvenile or adult probationers to ensure compliance with terms and conditions of probation; explains conditions of probation to clients and families; implements treatment modalities and assesses progress during treatment; violates probation of individuals not following the orders of the Court.
4. Learns to establish victim restitution and monitor payment compliance.
5. Learns to work with health, social service, group home, or other support agencies to implement the treatment needs of probationers; makes referrals to treatment programs; assesses the progress, development and ongoing needs of clients; makes periodic reports to the Court on client status; counsels and acts as liaison between probationers, families, and others; makes recommendations for dismissal of cases where satisfactory progress has been achieved; resolves crises; may facilitate a variety of staff and/or client training programs.

6. Learns to process and investigate stepparent adoptions and other matters as ordered by the Court.
7. Learns to maintain a variety of records and case files; prepares case histories, reports, legal documents, and memoranda, utilizing departmental computer systems; enters and retrieves data from automated law enforcement information systems.
8. Learns to transport individuals, exercise powers of arrest and participate in searches of probationers and their property as required; on occasion, may physically restrain or subdue individuals, when appropriate, for the safety and protection of themselves and others.
9. May serve as a community resource; speaks before public groups and serves on boards and/or committees as the Department representative; collaborates with outside public and private agencies.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university, preferably with a degree in administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral science.

License: Possession of a valid California driver's license.

Training Requirements: Employees in this class are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet state-mandated CORE training requirements as defined by Standards and Training in Corrections (STC). As part of this requirement, employees must successfully complete probation officer CORE training during the first year of appointment.

Special Requirements: (1) must be at least 21 years of age upon appointment; (2) must meet minimum standards required for Peace Officers as set forth in Section 1029 and 1031 of the Government Code; (3) must pass a background investigation; (4) must meet physical standards established for County Safety employees, including a psychological examination; and (5) must qualify for use of a firearm when assigned to a field position.

Knowledge of: Principles of written and oral communication including a thorough knowledge of language mechanics, syntax, and composition; principles and methods of logic and data organization; mathematics, basic statistics and research methods; principles and theories of sociology and psychology, particularly those related to assessment and adjustment of adult and juvenile personality development, behavior patterns and motivation; group and family dynamics; basic interviewing and investigation techniques; basic social casework practice, educational norms, treatment modalities and crisis intervention; basic concepts of law enforcement as well as probation and court practices; basic knowledge of socio-economic, psychosocial, and cultural influences on individual behavior.

Ability to: Learn to make recommendations based upon investigative results; learn to manage a probation caseload; learn to prepare, review and edit comprehensive court reports and case files; learn to interpret, explain and apply applicable laws, codes and regulations; learn to make sound decisions in emergency or crisis situations; learn to work with and obtain the cooperation of juvenile and adult probationers, their families and concerned government and private agencies; read and comprehend complex written material involving difficult concepts and issues; gather and analyze data; communicate effectively, both orally and in writing; pay attention to detail; operate a computer; use a firearm; work a variety of shifts, as assigned; establish and maintain effective working relationships with other probation staff, law enforcement officials, the public, and others.

Physical and Mental Requirements: **Mobility** -- frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer; occasional use of a firearm; **Lifting**—able to lift 50 pounds; **Visual** ---constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration; **Special Requirements** ---some assignments may require working weekends, nights, and/or occasional overtime; **Environmental** --- occasional exposure to varied weather conditions.

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