

**PROBATION OFFICER III**DEFINITION

Under general supervision, works in the Probation Department and serves the Court and the community by performing lead, advanced, and/or specialized probation work; performs 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 advanced journey-level class in the *Probation Officer* series. Incumbents work with substantial independence and authority to perform lead, advanced and/or specialized probation duties, often serving as a technical casework or program expert. This class is distinguished from *Probation Officer II* because incumbents of that class perform journey-level duties and assignment of advanced/specialized or lead work is intermittent and not a substantial responsibility. This class is distinguished from *Probation Unit Supervisor* because incumbents of that class have full supervisory responsibility over staff in a Probation unit or program.

TYPICAL DUTIES

1. Leads and assists less experienced staff in performing a wide range of professional probation services including those considered to be very difficult and highly complex; may have authority for making difficult decisions on cases and procedures; leads and coordinates training for new staff as assigned.
2. Provides advanced support to specialized Department programs; assists supervisory and management staff in planning, organizing and implementing program goals and activities; assists in the development of policies, procedures, staffing and budget requirements; may serve as the program contact with other county departments, agencies and/or the courts; may supervise clerical or paraprofessional staff who perform program support work.
3. Supervises a caseload of juvenile or adult probationers that may include very difficult and/or highly complex cases; may be assigned to oversee and/or provide leadership for other staff regarding the most difficult, complex and/or sensitive cases; ensures compliance with terms and conditions of probation; explains conditions of probation to clients and families; plans, coordinates and implements treatment modalities and assesses progress during treatment; violates probation of individuals not following the orders of the Court.
4. Leads, coordinates and/or conducts probation investigations; makes 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.

5. Represents the Department during Court proceedings, making persuasive presentations of facts, defending recommendations and testifying as a witness; prepares, files and/or serves legal papers.
6. Oversees and establishes victim restitution activities and monitors payment compliance.
7. Works with health, social service, group home, or other support agencies to plan, coordinate and 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 develop and facilitate a variety of classes.
8. Maintains 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.
9. May be assigned to perform special projects or investigations; may prepare and present complex reports or proposals.
10. May 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; may be required to carry a firearm in the performance of duties and meet related State and departmental requirements.
11. 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

##### Either Pattern I

Experience: Two years as a *Probation Officer II* in San Joaquin County.

##### Or Pattern II

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.

Experience: Three years as a probation officer or parole officer, including at least two years at a journey level comparable to or higher than the class of *Probation Officer II* in San Joaquin County.

Substitutions: Applicants may request that **ONE** of the following may be substituted for one year of the above-required journey-level experience: (1) a master's

degree in public or business administration, administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral; **OR** (2) one year of juvenile detention experience at a level comparable to or higher than *Juvenile Detention Officer* in San Joaquin County; **OR** (3) one year of pre-trial inmate interviewing at a level comparable to or higher than *Pre-Trial Program Specialist* in San Joaquin County.

And

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 must meet state-mandated CORE training requirements as defined by Standards and Training in Corrections (STC). As part of this requirement, applicants must provide evidence that they have successfully completed probation officer CORE training or an equivalent training course prior to appointment. Upon appointment, employees whose background did not include probation officer CORE training must complete such training *within one year of employment*.

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: Basic principles of leadership and training; project management techniques and practices; 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: Lead others in making recommendations based upon investigative results; independently complete special probation projects and reports; train staff in how to manage a probation caseload, including the management of complex and difficult cases; prepare, review and edit comprehensive court reports and case files; interpret, explain and apply applicable laws, codes and regulations; make sound decisions in emergency or crisis situations; 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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