

DEPUTY PROBATION OFFICER III

Definition:

Under direction, responsible for and depending upon assignment, performs as an assistant supervisor in a Juvenile or Adult field unit, as a facility or program supervisor in the juvenile institutions, as a specialist in a program or other positions requiring expertise administered by the Kern County Probation Department.

Distinguishing Characteristics

Deputy Probation Officer III is distinguished as the lead level within the Deputy Probation Officer series. The incumbent performs as an assistant unit supervisor in field services and is assigned the more difficult, complex case assignments. The Deputy Probation Officer III may supervise and/or perform as the person in charge of a juvenile institution or facility in the absence of management. The Deputy Probation Officer III may also direct a special program and the work of subordinate staff.

This job classification may require the applicant to work any eight-hour shift of a 24-hour period and any five out of seven days or any ten-hour shift of a 24-hour period and any four out of seven days. Candidates must be willing to work in Bakersfield or any community in Kern County.

Essential Functions:

- Assists in supervising in a juvenile or adult field unit, supervises staff and programs in a juvenile institution or facility and/or in the absence of management, or directs a special program in a field unit.
- Reviews and evaluates the work of assigned subordinate staff.
- Assists in the development of policies, procedures, staff and budget requirements; implements new procedures.
- Plans, organizes and directs the operation of a juvenile institution or facility; plans daily living activities; determines procedures regarding temporary outings and visits by parents or guardians.
- Maintains facility security; inspects grounds and living areas for proper maintenance and adherence to rules and regulations.
- Supervises line staff, volunteers and interns in a coordinated program of providing care, health, safety and security of juveniles.
- Instructs and advises staff regarding group management techniques; plans and conducts staff meetings and training sessions and prepares work schedules.
- Conducts comprehensive investigations which include interviewing and review of such documents as police reports, Court transcripts and records, criminal records and case laws and decisions to prepare written and verbal reports to the Courts recommending sentencing, disposition and rehabilitation of juvenile and adult offenders.

- Supervises adult and/or juvenile probationers.
- Investigates and reviews any grievance filed by a juvenile.
- Prepares and maintains case records and prepares reports as required.
- Makes arrests; transports arrestees and detainees.
- Formulates plans of probation; monitors offender compliance with orders of the Court; prepares reports on offender progress; acts as Court hearing officer.
- Works closely in a liaison role with other governmental agencies, school officials, non-profit agencies and other divisions within the Department.
- Receives intakes of juveniles from law enforcement, both in custody and out of custody.
- Refers clients and/or their families to appropriate community resources.
- Conducts individual, family and group sessions in an institutional or out of custody setting to assist probationers and wards in addressing emotional and social problems.
- Collects fines, restitution, maintenance and other costs ordered by the Court.
- Locates suitable foster homes for placement of Juvenile Court Wards.
- Provides public education which may include conducting seminars concerning drugs, alcohol, or sexual abuse, the prevention of such abuse, laws and other related matters.
- Performs other job-related duties as assigned.

Employment Standards:

Graduation from an accredited four-year college or university with a degree preferably in the behavioral sciences, supplemented by course study that provides comprehensive knowledge of the criminal justice system and two years of experience in Probation or Parole work, one of which must be equivalent to a Deputy Probation Officer II or a Juvenile Corrections Officer III in the Kern County Probation Department.

A valid California Class C driver's license is required at time of appointment; specialized licenses may be required depending upon assignment.

Incumbents may be required to carry firearms while on duty and to pass a monthly firearms qualification examination.

Medical Examination: A thorough physical and psychological evaluation is required. Applicant's state of health must be consistent with the ability to perform the duties of the position as demonstrated by meeting the Board of Corrections guidelines for vision, hearing and medical screening. Applicants must be free from conditions which would prevent them from performing the work required of a Deputy Probation Officer.

Character: Applicants must meet the minimum Peace Officer Standards as defined in the California Penal Code, Section 830.5 and the California Government Code, Sections 1029 and 1031. Applicants must have a reputation of honesty and trust worthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

Knowledge of: pertinent law; basic knowledge of criminological, psychological, and economic theories of human behavior; California Board of Corrections Standards; principles and practices of supervision and staff development.

Ability to: perform with minimum supervision in a work environment that requires autonomy; investigate; supervise; communicate effectively both orally and in writing; analyze social, psychological and criminological information objectively and accurately; exercise authority effectively and constructively; complete required training under the Standards of Training for Corrections, including firearms training; work effectively with employees, officials, community leaders and the public.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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