

## **DEPUTY PROBATION OFFICER I/II**

### **Definition:**

Under supervision, assists Superior and Juvenile Courts in the investigation, disposition, supervision and rehabilitation of adult and juvenile offenders; also performs assigned duties in other areas of the Probation Department, including, but not limited to, Juvenile Institutions, Prevention, Work Program, Home Supervision, and Victim/Witness.

### **Distinguishing Characteristics**

Deputy Probation Officer I is the trainee level and functions under close supervision with gradually increasing levels of responsibility.

Deputy Probation Officer II is the working level where officers work under general direction with full case loads. Those who complete one year as a Deputy Probation Officer I with a satisfactory level of job performance may be promoted to Deputy Probation Officer II without further examination. Promotions are considered on a merit basis subject to recommendation by the Chief Probation Officer and approval of the Director of Personnel.

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 other community throughout Kern County.

### **Essential Functions:**

- 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 and disposition on adult and/or juvenile matters.
- 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.
- Works closely in liaison role with other governmental agencies, school officials and non-profit agencies.
- Supervises juveniles assigned to such programs as Home Supervision and the Juvenile Work Program.
- Maintains facility security.
- 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 setting.
- Collects fines, restitution, maintenance and other costs ordered by the Court.
- Assists probationers and wards in solving emotional and social problems.
- Locates suitable foster homes for placement of Juvenile Court Wards.

- Conducts and completes investigations for Juvenile Court record seals and feasibility reports for juvenile marriages.
- 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 tasks as assigned.

**Employment Standards:**

I: Graduation from an accredited college or university with a Bachelor's degree preferably in the behavioral sciences, supplemented by course study that provides comprehensive knowledge of the criminal justice system.

II. Graduation from an accredited college or university with a Bachelor's degree preferably in the behavioral sciences, supplemented by course study that provides comprehensive knowledge of the criminal justice system AND one (1) year of experience in Probation or Parole work, equivalent to a Deputy Probation Officer I, or two (2) years of experience as a Juvenile Corrections Officer II with 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.

Applicants may be required to qualify and carry a firearm.

**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 complete the required training under the Standards of Training for Corrections, including firearms training. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Applicants must be citizens of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

**Knowledge of:** criminological, psychological, and economic theories of human behavior.

**Ability to:** communicate effectively both orally and in writing; ability to plan and implement investigative or supervision services; ability to analyze social, psychological and criminological information objectively and accurately; basic knowledge of criminological and economic theories of human behavior; ability to exercise authority effectively and constructively.

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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