



# Senior Deputy Probation Officer

## DEPARTMENTAL PROMOTIONAL

Base: \*\$4,778/mo

\*actual salary will vary based on employee's index table

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

Friday, April 28, 2017 @ 5:00 p.m.

The County of Yuba is currently recruiting for the **position of Senior Deputy Probation Officer in the Probation Department**. Under general supervision, incumbents perform the more difficult, complex or unusual professional adult and juvenile probation duties related to case management, field monitoring and investigation, mediation, intake and other programs; coordinates probation activities with those of the Superior and Juvenile courts; acts as a subject matter expert in a particularly difficult area of probation work or act as a lead over a unit or small program; and performs other duties as assigned. This is the advanced journey level professional classification in the Deputy Probation Officer series and reports directly to a Supervising Deputy Probation Officer. The position requires thorough understanding of departmental structure and mission. Positions at this level are distinguished from other classes within the series by level of responsibility assumed, complexity of duties, and the level of leadership assumed within the department. The Senior Deputy Probation Officer may be assigned special projects, mentor or train other staff in areas in which they possess expertise, provide lead direction or substitute for the supervisor on a short term basis. This class differs from the higher class of Supervising Deputy Probation Officer in that the latter provides full supervision to a group of Deputy Probation Officers.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of policies, practices, and procedures of probation casework management; authoritative probation casework objectives, principles, methods and related court procedures; and case management and analytical techniques. Skill in assessing and evaluating the risks of adult and juvenile probationers; developing and monitoring rehabilitation and treatment programs; and recognizing and evaluating patterns of adult and juvenile behavior and performing effective crisis intervention and counseling and understanding counseling techniques and methods. Ability to interview effectively and obtain information through interrogation and observation; relate to and communicate effectively with residents of the community; and deal effectively with persons under emotional stress. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for the position.*

### EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum:** **MUST BE A CURRENT REGULAR YUBA COUNTY PROBATION DEPARTMENT EMPLOYEE.** Bachelor's Degree from an accredited college or university **AND** four (4) years of experience providing casework/counseling services at a level equivalent to the County's class of Deputy Probation Officer II or higher.

**Preferred:** In addition to the minimum requirements, an advanced degree in a related field and additional progressively related experience at a level equivalent to the County's class Deputy Probation Officer III.

**Special Requirements:** Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship as defined in the provisions of the California Government Code Section 1031.5.

**Working Conditions:** May work evenings, nights, weekends and holidays. May work with hostile, abusive and dangerous individuals. May be required attend meetings outside of normal working hours.

**Licenses and Certifications:** Possess and have the ability to maintain a valid California Class C driver's license. Possess and maintain a valid California 832 Peace Officer Certificate. Possess and maintain a valid California State Board of Corrections Basic Probation Officer Certificate.

### EXAMPLES OF DUTIES:

- In difficult and unusual cases, interview adults or juveniles, their families, and interested individuals; determine the type and extend of their needs and problems; and made recommendations upon advisability of probation; when probation is indicted, formulate plans of probation and make recommendations to the court on plans for the adjustment and rehabilitation of the offender; perform field supervision services; and enforce court orders.
- Write adult and juvenile diversion and pre-sentence investigation reports for the courts; appear in court for sentencing on Superior Court cases.
- Review court reports to ensure compliance with laws and Departmental guidelines.
- Investigate, verify and compile information for reports regarding the personal, social, educational, financial, vocational, health, criminal history of individuals referred by local law enforcement, judges, social services, group homes or support agencies.
- Develop, recommend, and implement case management.
- Provides direct supervision of adult and juvenile offenders; including home, employment and school visits, weapon and contraband searches, chemical testing, and enforcement of conditions of probation and lawful behavior.

**THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY**

Submit Completed Official County Applications to:

Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR SENIOR DEPUTY PROBATION OFFICER:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted.*** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that candidates review their SPAM mail daily as to not miss any important communication. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

**Applicants must provide the following documents by the filing deadline. Failure to provide the required documentation may result in rejection of the application in its entirety. Documents required include:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate they meet the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

### **VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of **six (6) months** from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The **Probation Department** will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.