



# **Supervising Deputy Probation Officer**

## **Departmental Promotional**

**Hiring Range: \$4,870 — \$7,744/mo\***

*\*Based on 30 years of Yuba County Service*

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](#)

**Final Filing Deadline:**

**Apply By 5:00 PM February 13, 2012**

The County of Yuba is currently recruiting to establish a promotional list for the position of **Supervising Deputy Probation Officer**. Under general supervision, the incumbent will plan assign, supervise, review and evaluate the work of probation officers in the court, intake, field and special services division for adults and juveniles. Supervising Deputy Probation Officer provides oversight and direction to probation officers in the area's of case management, investigation, surveillance, supervision and rehabilitation of adult and juvenile offenders adjudicated by the Court; assists in the development of unit policies and procedures; may perform specialized casework and investigations; provides staff assistance to the Probation Program Manager and performs other duties as assigned.

### **Examples of knowledge, skills and abilities required for successful performance:**

- Knowledge of principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation and employee training and discipline; goals and objectives of probation and correction services; applicable laws, codes and regulations; department policies and procedures, structure and mission; techniques of investigation, situational research and report generation; principles and theories of human behavior; local community resources and various community service programs; victims rights and sentencing laws; practices and procedures of the adult and juvenile criminal justice systems and principles and practices of program management.
- Skill in motivating, developing, and directing people as they work identifying the best people for the job; leadership, scheduling and supervising staff, skills training and delegating tasks and authority; identifying the development needs of others and coaching, mentoring others to improve their knowledge or skills; planning, assigning, organizing, supervising, reviewing and evaluating the work of staff; analyzing situations accurately and objectively; adopting an effective course of action working effectively in stressful situations; resolving conflicts in an effective manner; defining issues, performing research, analyzing problems, evaluating alternatives and making appropriate recommendations; preparing clear concise reports, correspondence, court documents and other written material with little or no assistance and communicating effectively both orally and in writing.
- Ability to know and understand all aspects of the job on a continuous basis; accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations; maintain composure, keep emotions in check, control anger, and avoid aggressive behavior; deal effectively with persons under emotional stress; deal effectively with manipulative, hostile and antisocial behavior; plan and carry out projects independently and train others in work procedures.

### **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:** Bachelor's Degree from an accredited college or university and six (6) years of experience providing professional probation casework/counseling services, of which at least two (2) years must be at a level equivalent to the County's class of Deputy Probation Officer III.

**Preferred:** In addition to the minimum requirements, an advanced degree in a related field (such as Criminal Justice, Psychology, Sociology or Social Work) and additional experience at a level equivalent to the County's class of Senior Deputy Probation Officer.

**Special Requirements:** Must be a current regular employee of the Yuba County Probation Department and meet CA State requirements for peace officer status. Must possess and maintain a valid California 832 Peace Officer Certificate; a Valid California State Board of Corrections Basic Probation Officer Certificate and a valid California Class C driver's license

**Working Conditions:** Will be required to respond to emergency situations during weekends, holidays and other off-hours shifts; attend meetings outside of normal working hours; perform disaster service activities; work with hostile, abusive and dangerous individuals.

**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 SUPERVISING 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.asp>.**

### **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. All applicants will be given written notice regarding the status of their application and selection procedures. 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.

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets 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.

### **PROMOTIONAL CREDIT:**

Each employee who has attained a passing mark on a promotional selection procedure shall be allowed one additional point up to a maximum of five points, for each year or major portion thereof of seniority calculated in accordance with Article 16, Subsection 3 of the Merit Resolution.

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

All applicants that 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.

### **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 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. 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 US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

### **PSYCHOLOGICAL EXAMINATION:**

Certain positions may be required to undergo a psychological examination. Applicant(s) that successfully complete the background investigation will be required to undergo psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

## **COUNTY OF YUBA**

---

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

Selected applicant(s) that 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.

### **IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

### **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. Likewise, certain positions are required to obtain such items within an established timeframe or 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.

---

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

---

*Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*