



MARCH 2019  
FLSA: NON-EXEMPT  
Bargaining Unit: PR  
JCN: 5705

County of El Dorado  
June 1990

Revised November 2004  
Re-titled from Senior Probation Officer July 2005  
Revised March 2009

**SENIOR**

## **SR. DEPUTY PROBATION OFFICER**

### **DEFINITION**

Under general ~~supervision~~direction, provides lead direction and training ~~to assigned probation staff; performs the most, and participates in the more~~ complex, sensitive, and specialized probation duties; ~~performs a variety of duties related to intake, court, and field probation services for juvenile and adult probationers; provides recommendations to the court; manages assigned caseload; provides counseling and guidance; enforces the conditions of the probation; investigates, coordinates, and provides direct services for probation related programs; and performs related duties as assigned.~~

### **DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED**

~~Receives general direction from the Supervising Deputy Probation Officer. Exercises technical and functional direction over and provides training to lower-level staff.~~

### **CLASS CHARACTERISTICS**

This is the ~~working-advanced/lead or specialist level-level~~ classification in the Deputy Probation Officer class in the professional probation series ~~with responsibility for providing lead direction,~~ Incumbents work ~~review and training to assigned probation staff and/or under~~ general direction and exercise a high level of discretion and independent judgment in performing the ~~most full range of routine to~~ complex ~~and specialized~~specialized probation work. ~~Incumbents also provide lead direction to Deputy Probation Officers.~~

This class is distinguished from the Supervising Deputy Probation Officer in that the latter has supervisory responsibility, including employee selection and performance evaluation, for the programs and activities ~~of a unit of~~within the Probation Department.

### **EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)**

- > Provides direction ~~and review~~ to assigned staff; trains staff in probation methods and procedures.
- > Obtains and evaluates legal files ~~and;~~ records and interviews inmates, their victims, and families to develop sentencing recommendations.
- > Conducts field surveillance, installs electronic monitoring equipment, and ensures that probationers honor the conditions of their probation/house arrest; takes probationers into custody ~~probationers~~.
- > Intervenes in crisis situations involving probationers; interviews and ~~advises~~advises probationers, family members, victims, and others; confers with other departments or agencies ~~and;~~ makes referrals as needed.

- Compiles, investigates, verifies, and presents reports on personal, social, educational, financial, vocational, health, and/or prior criminal history of probationers; presents reports to various courts, officials, and agencies; develops and presents recommendations for case disposition and/or sentencing.
- Writes and files a variety of legal documents and reports relating to assigned probationers; writes progress report notes and maintains accurate case files.
- Represents the Probation Department at hearings and meetings.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related ~~work~~duties as assigned.

## QUALIFICATIONS

### **Knowledge of:**

- ~~○ Basic supervisory principles and practices.~~
  - Principles and practices of leadership and supervision, including work planning, assignment review, and training staff in work procedures.
  - Principles, practices, and techniques of adult and juvenile probation.
  - Principles and practices of applied psychology and behavior modification.
  - Applicable federal, state, and local laws ~~and regulations.~~, ordinances, and policies applicable to adult and juvenile custody and probation.
  - Principles and practices of Penal Code, Welfare and Institution Code, Title 15, juvenile law, drug laws, and search and seizure laws.
  - Methods and techniques for conducting effective interviewing.
  - Basic principles, practices, and procedures of adult and juvenile criminal and civil justice systems.
  - Principles and practices of mediation.
  - Community resources and agencies.

### **Skill in:**

- ~~○ Assigning, directing and reviewing the work of assigned staff.~~
  - Training Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
  - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
  - The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
  - Modern equipment and communication tools used for business functions and program, project, and task coordination.
  - Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Lead, assign, direct, and review the work of subordinate probation staff.
- Train others in effective work procedures and methods.
- ~~Assessing~~ Assess and ~~evaluating~~ evaluate the risks and needs of ~~adult~~ adults and ~~juvenile~~ probations. ~~juveniles on probation.~~
- ~~Developing~~ Develop and ~~monitoring~~ monitor rehabilitation treatment programs for probationers.
- ~~Interviewing in crises~~ Develop and implement effective case management strategies, including the involvement of appropriate adjunct services and therapies.
- Conduct investigations and evaluations of juvenile and adult criminals, and other situations ~~and determining and taking~~ including social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.

- ~~Interview in crisis situations to determine and take~~ appropriate actions.
- ~~Compiling~~Compile and ~~analyzing~~analyze complex information from a variety of sources, and ~~developing~~develop sound recommendations.
- UsingCompose reports, correspondence, and other written materials; analyze complex information from a variety of sources.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ~~Use~~ tact, initiative, prudence, and independent judgment within ~~established~~general policy, procedural, and legal guidelines.
- ~~Using tact, discretion and prudence in establishing and maintaining~~Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.
- ~~Composing accurate and concise reports, correspondence and other written materials.~~

### **Other Requirements:**

- ~~Must possess a valid driver's license. Must possess a State Board of Corrections Basic Probation Officer Training certificate and a certificate of completion of Penal Code 832 training.~~

### **Education and Experience:**

~~Equivalent to graduation~~Bachelor's degree from ~~an accredited~~ four-year college or university, ~~and one~~ with major coursework in criminal justice, social science, behavioral science, or a closely related field;

AND

One (1) year of ~~probation~~ experience ~~at~~ as a journey-level Probation Officer equivalent to the County's class of Deputy Probation Officer II. ~~Major coursework in psychology, sociology~~

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid California State Board of Corrections Basic Probation Officer Training certificate prior to appointment.
- Possession of a valid California Penal Code 832 Arrest and Firearms Certificate prior to appointment.

### PHYSICAL DEMANDS

Must possess behavioral science or a closely related field mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and to perform assigned duties; vision to maintain a firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is desirable. Additional related criminal justice experience may needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions. Reasonable accommodations will be substituted on a year made for year individuals on a case-by-case basis.

### ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibrations, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### WORKING CONDITIONS

Must be able to work irregular, long, rotating, and emergency shifts. Candidates not currently employed as a peace officer with the County's Probation Department must also successfully meet all requirements for up to two peace officer status pursuant to Government Code Sections 1029 and 1031, including a criminal history check, comprehensive background investigation, and psychological and medical evaluation. Must be at least 18 years of the required education. age prior to employment, by the authority of CCR Title 15 Sec. 131(a)(7).

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.