

SENIOR DEPUTY PROBATION OFFICER - INSTITUTIONS

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general supervision, provides lead direction and training to assigned Juvenile Facility staff; performs the most complex, sensitive and specialized duties to ensure safety and security of juvenile detainees in a County Juvenile Facility.

Distinguishing Characteristics:

This is the working lead or specialist level class in the Deputy Probation Officer - Institutions series with responsibility for providing lead direction; work review and training to assigned Juvenile Facility staff and/or performing the most complex and specialized work in a County Juvenile Facility. This class is distinguished from Supervising Deputy Probation Officer - Institutions in that the latter has supervisory responsibility, including employee selection and performance evaluation, for assigned staff in the County Juvenile Facility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Provides direction and review to assigned staff; trains staff in methods and procedures related to the safety and security of juvenile detainees in a County Juvenile Facility.

Oversees and monitors the safety, security, treatment, recreation, personal hygiene and other daily living activities of juveniles detained at a County Juvenile Facility.

Supervises and directs juveniles in a variety of activities such as personal hygiene, recreation and the cleaning of room and bath areas.

Monitors and enforces rules and safety and security measures; searches juveniles for contraband.

Performs intake duties such as receiving, recording and securing valuables; assigning rooms and orienting new detainees to a County Juvenile Facility; completes and processes paperwork for the admission, care and release of juveniles and provides information on their legal rights; may conduct drug/alcohol testing as assigned.

Counsels juveniles and their families; develops treatment plans including behavior modification goals; provides crisis intervention, reunification counseling and placement preparation counseling; conducts or assists in group sessions to provide supportive counseling and self-help education.

Communicates and consults with probation officers, attorneys, families, and law enforcement and social service agencies regarding juvenile cases.

Maintains daily logs and records and compiles data for reports; writes various reports regarding detainees and operations.

Transports juveniles; restrains physically abusive juveniles.

Reviews medical orders; administers prescribed medications if appropriately certified.

Attendance and punctuality that is observant of scheduled hours on a regular basis.

Performs related work as assigned..

MINIMUM QUALIFICATIONS

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Education:

Possession of an associate degree or completion of sixty (60) college level semester units, which includes nine (9) units of coursework in areas such as psychology, counseling, criminal justice, sociology, communications, political science, human development, or a related field.

-and-

Experience:

One (1) year of experience counseling and overseeing juveniles in a detention facility at a level equivalent to the County's class of Deputy Probation Officer II - Institutions.

Other Requirements:

Must possess and maintain a valid driver's license. Must possess certificates of completion of Juvenile Corrections Officer CORE training and Penal Code 832 training. Must successfully complete CPR and First Aid training within the first year of employment.

Candidates not currently employed as a Peace Officer with the El Dorado County Probation Department, must also successfully meet all requirements for Peace Officer status pursuant to Government Code Sections 1029 and 1031, including a criminal history check, comprehensive background investigation, and psychological and medical evaluation.

Knowledge of:

Basic supervisory principles and practices.

Principles, practices, methods and equipment used in juvenile detention.

Applicable federal, state and local laws, regulations and standards.

Principles and practices of applied psychology and behavior modification procedures, particularly for juvenile offenders.

Safety and security practices and precautions relating to a juvenile detention facility.

Basic operation of a juvenile detention facility.

Basic principles, practices and procedures of juvenile civil and criminal justice systems.

Office administrative principles, including record keeping and the operation of standard office equipment.

Skill in:

Training others in work procedures and methods.

Preparing clear and concise reports, records and other written materials.

Ability to:

Assign, direct and review the work of assigned staff.
Assess and evaluate the risks and needs of juvenile detainees.
Monitor and enforce rules and safety and security measures.
Respond in emergency and crisis situations calmly and effectively.
Exercise initiative and independent judgment within established guidelines.
Understand and follow oral and written directs.
Establish and maintain effective working relationships with those contacted in the course of the work.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Working conditions primarily in a county jail or institution facility, or may also include field or other office settings; occasional exposure to various weather conditions; assignments may be comprised of irregular, long, rotating and emergency shifts.

Physical:

Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 25 lbs. **Occasional** standing, walking and reaching; lifting, carrying or pushing objects that weigh 26 – 40 lbs.; extreme physical exertion to assist with physical altercations. **Infrequent** climbing, running and jumping; lifting, carrying or pushing objects that weigh more than 40 lbs.

HISTORY

JCN: 5723

Created: NOV 2000

Revised: NOV 2004

Revised: JUL 2005 – retitled from Senior Probation Counselor

Revised: OCT 2012

Revised: JUL 2013 - HRD