



## DEPUTY CHIEF PROBATION OFFICER

### DEFINITION

To assist in planning, coordinating, and directing the programs and activities of the Probation Department, including adult and juvenile probation services; to supervise and evaluate the work of subordinate staff; to participate in all aspects of probation casework and fieldwork duties; and to perform related duties and responsibilities as required. This position is an integral member of the Probation Department's management team.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Probation Officer.

Exercises direction over professional, technical, and clerical staff.

### EXAMPLES OF DUTIES

- Assists in the overall coordination, administration and supervision of field and office functions of the Probation Department.
- May assist in the development and implementation of departmental policies and procedures, goals, and objectives.
- Trains, supervises, and evaluates the performance of professional, technical, and clerical personnel as assigned; provides advice and assistance as needed; recommends and implements disciplinary processes as necessary.
- Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with applicable policies and procedures; determines and monitors follow-up actions required.
- May assist in the preparation and management of the department budget.
- Assesses, investigates, reports, and presents cases concerning adult and juvenile offenders; performs physical searches of offenders and their residences; testifies and presents departmental recommendations for sentencing in court; assesses client needs and develops case plans to ensure compliance with court orders; monitors probationers' performance; investigates, interrogates, and arrests probation violators as required.
- Assists subordinates in making difficult decisions in complex, sensitive or controversial case situations
- May oversee the daily operations of Juvenile Hall, ensuring compliance with applicable laws, regulations, policies, procedures, and standards of safety.
- Responds to and resolves inquiries, requests for assistance and complaints in areas of responsibility.
- Assists in coordinating department activities and programs with those of other law enforcement agencies, County departments and divisions, and other agencies as appropriate.
- May represent the Chief Probation Officer and the department at meetings and other functions as necessary.
- Reviews and keeps informed of current major court decisions and legislation that relate to probation programming and community safety.
- May prepare or assist in the preparation of grant requests, surveys, statistical and other reports.



- Performs general administrative / office work as required, including preparing reports and correspondence, attending meetings, copying, and filing documents, entering and retrieving computer data, reviewing mail and literature, ordering supplies and equipment, etc.

## EMPLOYMENT STANDARDS

### Education and Experience:

- High school or GED equivalency is required
- Graduation from an accredited college or university with a bachelor's degree in sociology, criminology, corrections, social services, psychology, or closely related field
- Five years of increasingly responsible experience as a probation, parole, or corrections officer, including at least two years in a lead supervisory or management capacity; or three years at or above the Deputy Probation Officer III level in Inyo County

\*\*Relevant work experience with the Inyo County Probation Department may be substituted on a year for year basis for the education.

### Knowledge of:

- Pertinent federal, state, and local laws, regulations, codes, and ordinances. County and departmental policies and procedures
- Principles and practices of adult and juvenile probation work
- Principles of applied psychology and human behavior and their relationship to the causes, extent and control of crime and delinquency
- Casework, case planning and management, including intervention and modification strategies. Interviewing methods
- Types and services of public and private assistance / support agencies available to probationers
- Principles and practices of law enforcement
- Judicial/ court processes and procedures
- Principles of supervision, training, and performance evaluation. Budget preparation and administration practices
- Report and business letter preparation techniques
- Modern office practices and technology, including the use of computers for word processing and records management. English usage, spelling, grammar, and punctuation
- Safe work practices
- Use of firearm
- Public / community relations techniques

### Ability to:

- Interpret, analyze, and apply pertinent federal, state, and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures
- Train, supervise and evaluate the work of subordinate staff. Understand and follow complex written and oral instructions. Exercise sound, independent judgment with minimal supervision
- Exercise skilled judgment in the assessment and treatment of probationers
- Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals
- React quickly and calmly in emergency situations



- Prepare clear and concise reports; maintain detailed records. Perform mathematical computations with accuracy
- Make effective public presentations
- Gain cooperation through discussion and persuasion. Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work. Meet the physical requirements necessary to perform assigned duties safely and effectively

### Environment:

Work is performed in an office and field environment; worker drives on surface streets or isolated dirt road areas and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence, above average noise.

### Physical

- Requires the mobility to work in an office and field environment.
- Requires the ability to sit at a desk and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties
- Operate a motor vehicle
- Lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally
- Use hands to finger, handle or feel objects, tools, or controls
- Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office and police-issue equipment
- Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen
- Requires the strength and stamina to perform law enforcement duties, including handling firearms and making arrests

### Additional Requirements:

- Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form
- Possession of certificate of completion of Probation Officer Core as required by Standards in Training for Corrections (S.T.C.) certification as a Deputy Probation Officer
- Completion of, or the ability to complete within one year of employment, the Probation Manager's Core Training course as required by Standards in Training for Corrections (S.T.C.)
- Ability to pass a background investigation and psychological evaluation prior to appointment. PC 832 Arrest, Search, and Seizure training
- Firearms Training required if armed

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.