



PROBATION SERVICES COORDINATOR

DEFINITION: Under general supervision of the Assistant Chief Probation Officer, assist with the supervision of department adult and juvenile clientele; plans, organizes, coordinates, and administers the Probation Department's alternative sentencing programs including community work service, pre-trial services, and electronic monitoring programs; provides sites supervision of program participants; evaluates projects and sites; plans, estimates, and secures supplies, equipment, and materials for projects; conducts interviews, assessments, and case management services for alternative sentencing program participants; designs, develops, and presents various prevention programs for community partners including area education systems; fosters cooperative working relationships with various public and non-profit groups; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: Job assignments for this classification include providing a variety of assistance with the caseload of the County Probation Department. While duties include contact and interaction with probation clientele, the duties do not include exercise of any of the peace officer powers which are imposed by statute on the Deputy Probation Officer class series.

Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL JOB DUTIES: This classification is primarily responsible for the overall management and operation of the Probation Department's alternative sentencing/prevention programs for both adult and youth clientele. Duties require exercise of independent initiative and judgment in relieving the Assistant Chief Probation Officer of the operational functions within the assigned program services. Duties may include, but are not limited to, the following: Develop various community work service opportunities and projects for adults and juveniles. Provide case management services for pre-trial and electronic monitoring program. Creates, organizes, and maintains various prevention programs presented to schools, agencies, and community members. Prepares written reports about clientele for submission to the courts. Provides caseload services to a select group of offenders. Assists in the collection of urine samples for drug testing. May testify in court. Assists with probation caseload activities including making corrections and changes to data, reviewing information, scheduling appointments, and maintaining communication with related agencies. Perform duties with safety in mind. Acts as liaison to other agency and community groups. Attendance of various trainings, meetings, workshops, etc., as required to enhance job knowledge and skills. Provides training to entry level staff as assigned. Designs and prepares special reports about programs or department functions as required.

OTHER JOB RELATED DUTIES: Perform related duties and responsibilities as assigned including the transportation of probation clients to and from various locations such as jails, juvenile halls, short term residential treatment programs, community work service sites, and/or schools. This classification may be assigned to assist the Deputy Probation Officer with various case management tasks. In the absence of the Deputy Probation Officer, may provide case management services to adult and youth clients.

MINIMUM QUALIFICATIONS /EMPLOYMENT STANDARDS:

Education: High school graduate or equivalent with completion of sixty (60) semester units from an accredited college or university with at least fifteen (15) units in criminology, corrections, counseling, psychology, social work, or a closely related field; or two years of full-time, paid experience in the field of law enforcement, corrections, or social services, or education.

License or Certificate: Must successfully complete pre-employment background investigation, psychological examination, and physical examination, including drug screen; must possess or ability to obtain a valid operator's license issued by the California Department of Motor Vehicles; must possess or obtain during the probationary period, valid first aid and CPR certificates.

Essential Functions:

Demonstrate proficient time management skills, organizational skills and ability to prioritize duties and assignments during the work day. Prepare clear, concise correspondence and reports. Communicate clearly and concisely, both orally and in writing. Collect and organize data, prepare, maintain, and update a variety of records and reports including financial and statistical reports. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Demonstrate professionalism when interacting with partner agencies, members of the public, clients and Department personnel. Operate modern office equipment including computer equipment and motor vehicle.

Knowledge of:

- Behavior patterns of crime and delinquency.
- Financial and statistical record keeping.
- Legal terminology.
- English usage, spelling, grammar, and punctuation.
- Understand functions and procedures of the Probation Department and of both juvenile and adult criminal courts.
- Understand standard reporting mechanisms for the Probation Department

Skills and Abilities:**Ability to:**

- Learn to develop and prepare a variety of legal documents, records and reports.
- Learn to perform sample collection and drug testing.
- Effectively work with assigned probation cases.
- Make objective judgments as to the suitability of offenders participating in particular programs.
- Follow oral and written instructions and make decisions in routine procedural matters without immediate supervision.
- Read, understand, and interpret standard official legal documents.
- Maintain accurate and concise records and reports.
- Complete forms accurately and effectively.
- Demonstrate knowledge of and compliance with Department and County Policy and Procedure.
- Assume responsibility for and exercise judgment in a variety of situations, while recognizing scope of authority.
- Provide information and apply policies and procedures of the department where assigned.
- Set criteria as to the suitability of offenders participating in particular programs.
- Enforce the work standards and regulations as set forth by the Department and County.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Frequent use of depth perception, peripheral vision and color perception.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Occasionally kneel, bend, twist, squat, balance and crawl.
- Frequent use of hand-eye coordination.
- Frequent use of data entry device including repetitive hand and arm motion.
- Occasionally lift and carry up to 65 pounds.
- Normal dexterity, frequent holding and grasping.
- Sit or stand for long periods of time.
- Must be willing to work with justice involved adults and youth

Special Requirements:

You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be willing and available for night meetings, out-of-state travel, and overnight travel. Must be available to work overtime as necessary.