

RESOLUTION NO. 2025 - 9019

**ADOPT RESOLUTION ADOPTING REVISIONS TO THE PROBATION OFFICER I,
PROBATION OFFICER II, PROBATION OFFICER III,
AND SUPERVISING PROBATION OFFICER JOB CLASSIFICATIONS JOB
CLASSIFICATIONS**

WHEREAS, Plumas County Personnel Rule 5 allows amendments to be made to the classification plan covering all positions in the County service, by resolution of the Plumas County Board of Supervisors; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan, position allocation, and funding revenues; and

WHEREAS, the Interim Human Resources Director has updated and attached revised job classifications for the Probation Officer I, Probation Officer II, Probation Officer III and Supervising Probation Officer job classifications; and

WHEREAS, the County has met the meet and confer obligation.

NOW, THEREFORE BE IT RESOLVED by the County of Plumas Board of Supervisors as follows:

- 1) Approves the revisions to the Probation Officer I job classification.
- 2) Approve the revisions to the Probation Officer II job classification.
- 3) Approve the revisions to the Probation Officer III job classification.
- 4) Approve the revisions to the Supervising Probation Officer job classification.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13th day of May 2025, by the following vote:

AYES: Supervisors: Ceresola, Goss, Engel, Hall, McGowan

NOES: Supervisors

ABSENT: Supervisors

ATTEST:



Digitally signed by
Kevin Goss
Date: 2025.05.13
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KEVIN GOSS, CHAIR, BOARD OF SUPERVISORS



ALLEN HISKEY, CLERK OF THE BOARD

Approved as to form:



Joshua Brechtel, Attorney
County Counsel's Office

DEPUTY PROBATION OFFICER I

DEFINITION

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Deputy Probation Officer III. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Deputy Probation Officer series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. As experience is gained, assignments become more varied, complex, and difficult. In addition, incumbents perform more independent duties in Intake, Supervision, Investigations, Pretrial and Placement Programs. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

Deputy Probation Officer I - 2

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

Deputy Probation Officer I - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

Deputy Probation Officer I - 4

- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

Education and Experience:

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, AND one (1) year of related experience.

A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.

Preferred Qualifications

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Previous work experience in a probation related field.

Licenses and Certifications:

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C. within 90 days of hiring
- Ability to successfully complete the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC) within one year of employment.
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service

Deputy Probation Officer I - 5

Work related training as assigned, and to return to work as ordered in the event of an emergency.

Deputy Probation Officer I - 6

DEPUTY PROBATION OFFICER II

DEFINITION

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Deputy Probation Officer III. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey-level classification in the Deputy Probation Officer series. Positions at this level are fully qualified to independently perform the full range of duties and exercise considerable independent judgement in providing supervision and services to a caseload of probationers, conducting pre-court investigations, and recommending sentencing to Courts. These positions are in Intake, Supervision, Investigations, Pretrial and Placement Programs. Duties are performed with minimal guidance and supervision.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

Deputy Probation Officer II - 4

- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

Education and Experience:

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and one year of professional probation work experience equivalent to that of a Deputy Probation Officer I with Plumas County

A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.

Preferred Qualifications

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Previous work experience in a probation related field.

Licenses and Certifications:

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- Successful completion of the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC).
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County

Deputy Probation Officer II - 5

requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DEPUTY PROBATION OFFICER III

DEFINITION

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Chief Probation Officer. May supervise Probation Assistant.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Deputy Probation Officer series. Incumbents are distinguished from those in the Deputy Probation Officer II class in that they are generally given the difficult assignments and may attain high levels of knowledge and proficiency in particularly difficult areas of probation work and act as a specialist or consultant in these fields. These positions are in Intake, Supervision, Investigations, Pretrial and Placement Programs.

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement, with minimal guidance and supervision. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

Probation Assistant

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

Deputy Probation Officer III - 4

- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

Education and Experience:

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of professional probation work experience comparable to that of a Deputy Probation Officer II.

A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.

Preferred Qualifications

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Licenses and Certifications:

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- Successful completion of the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC).
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered

Deputy Probation Officer III - 5

in the event of an emergency.

SUPERVISING PROBATION OFFICER

DEFINITION

Under direction, as a sworn peace officer, to perform professional case work services for adults and juvenile offenders involving the referral, supervision, and rehabilitation of adults and juveniles and/or their families; to provide lead direction and work coordination for other professional probation and support staff; to perform special staff assignments; and to do related work as required. Supervising Probation Officer of the Juvenile Division will also be responsible for the oversight of the Probation Assistants.

DISTINGUISHING CHARACTERISTICS

This is the journey and lead supervision level class for the Deputy Probation Officer series. Incumbents are assigned lead and work coordination responsibilities for other Deputy Probation Officers and support staff. They may also perform special staff assignments and provide some coverage for the Chief Probation Officer in the Chief's absence. In addition, they are expected to perform the full range of professional probation assignments.

REPORTS TO

Chief Probation Officer

CLASSIFICATIONS SUPERVISED

Deputy Probation Officer I, Deputy Probation Officer II, Deputy Probation Officer III; Probation Assistants by the Juvenile Division Supervisor.

EXAMPLES OF DUTIES

- Provides lead direction and work coordination for other professional Deputy Probation Officers and support staff.
- Review, correct & approve all court documents from Supervising Division performs administrative support as delegated by the Chief Probation Officer.
- May serve as Chief Probation Officer in the Chief's absence.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews adult or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the

Exhibit D

court.

- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contacts in the field book/case files.
- Investigates and makes recommendations to Superior, and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- Prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with State and local welfare, mental health, representatives from social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Compiles assessment and treatment plans on each placement.
- May work with placement agency and conducts follow up on final results.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult division P.O. may be asked to fulfill this duty as backup for juvenile division (Juvenile Division Supervising Probation Officer mandatory, Adult Supervising Probation Officer upon request).
- Transports individuals in custody when necessary.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate the Drug Testing Program and supervise Intensive Drug cases.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and in the field; continuous contact with staff and the public.

QUALIFICATIONS

Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes applicable to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.

Exhibit D

- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Principles of work coordination and lead direction.
- Proficient writing techniques.

Ability to

- Provide lead direction and work coordination for other professional Deputy Probation Officers and support staff.
- Perform special administrative assignments as delegated by the Chief Probation Officer.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds.
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.
- Prepare, review, and analyze data.

Education and Experience:

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and one (1) year of professional probation work experience comparable to that of a Deputy Probation Officer III with Plumas County;

OR

Two (2) years of professional probation work experience comparable to that of a Deputy Probation Officer III with Plumas County.

A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.

Preferred Training and Experience:

One (1) year in a supervisory position is desirable.

Graduation from college with a bachelor's degree in criminology, sociology, psychology, social work or closely related field *preferred*.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Completion of the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BCSS).

Evidence of continued compliance with annual training requirements.

Within 1 (one) year from promotion or date of hire, incumbents must successfully complete or have already obtained State Corrections Authority STC Probation Supervisor Core Course, or applicable substitution as certified by the Board of State and Community Corrections (BSCC).

Possession of CPR /First Aid Certificate.

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.