

# Deputy Probation Officer I/II

Filing Deadline: August 16, 2019 at 5:00 p.m.

Level I: \$3,672 - \$4,705 per month

Level II: \$4,055 - \$5,197 per month

## COUNTY OF COLUSA

### Open to the Public

#### APPLICATION PROCESS

Applications may be obtained from and returned to:

Human Resources Department  
250 5th Street  
Colusa, CA 95932  
Phone: 530-458-0420

Scanned completed application packets may be emailed to [ceperssonnel@countyofcolusa.org](mailto:ceperssonnel@countyofcolusa.org)

Download application:  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

#### REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- A signed completed standard Colusa County Application REV. 111317
- A signed completed Conviction Records Supplemental Form (attached)
- Cover Letter
- Resume
- Copy of unofficial transcripts verifying College education
- If applicable, copy of document verifying STC coursework or PC 832 Certificate

Submitting an incomplete packet may result in the disqualification of your application.

The applications will be used to select the best-qualified applicant to participate in the selection process. Meeting the minimum qualifications does not guarantee advancement in the selection process. The California Board of Corrections Probation Officer Examination will be administered for selected applicants. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The top applicants will be ranked on a hiring list. The Chief Probation Officer will make the final selection and appointment.



#### ABOUT THE POSITION

The Deputy Probation Officer (DPO) investigates cases of juvenile delinquency or dependency and adult applicants for probation; supervises and counsels juveniles and adults on probation; prepares reports and recommendations for court. There is one position available in the Probation Department.

#### SALARY RANGE

DPO I: \$3,672 - \$4,705 per month plus benefits

DPO II: \$4,055 - \$5,197 per month plus benefits

The hiring salary range indicated above has six steps with approximately 5% between each step. New employees normally start at step one and after satisfactory performance during a 12 month probationary period, advance to the second step. Thereafter, annual merit step increases are based upon satisfactory performance. Steps 7-15 are additional merit steps (eligibility every two years) with approximately 2.5% between each step.

#### MINIMUM REQUIREMENTS

- Equivalent to a Bachelors degree from an accredited college or university with major course work in law enforcement, criminal justice or closely related field.
- Possession of, or ability to obtain, a California driver's license.
- **DEPUTY PROBATION OFFICER I** - Completion of or the ability to complete the STC Probation Officer CORE Course and the possession of, or the ability to obtain California Penal Code (PC) 832 Certification (attach copies of certificates if applicable). Some experience in the field of probation or law enforcement is desirable.
- **DEPUTY PROBATION OFFICER II** - In addition to the qualifications for a Deputy Probation Officer I: One year of experience equivalent to a Deputy Probation Officer I in the County of Colusa. Completion of the STC Probation Officer CORE Course and the possession of California Penal Code 832 Certification (attach copies of certificates).

#### RESPONSIBILITIES AND DUTIES

*Important responsibilities and duties may include, but are not limited to, the following:*

Supervise and counsel adult and juvenile probationers, and drug and domestic violence diversioners; prepare and carry out case plans.

Investigate offenses against the law by juveniles and adults; prepare and present factual reports and recommendations regarding juveniles and adults for the Superior Court.

Interview offenders, victims, arresting officers, parents, relatives, school officials and others regarding juveniles and adults.

Coordinate with law enforcement agencies; perform the arrest of probation violators as necessary.

Represent the Probation Department before the court including the presentation of detailed oral arguments and position statements.

Perform a variety of preventative counseling services for adults and juveniles; refer probationers to other agencies as appropriate.

Conduct searches of probationers; administer drug tests regularly.

Interview adult offenders for an adult work program; determine their fitness to perform community works.

Prepare and submit reports regarding violations of probation, termination of probation, expungement, sealing of records, bail reduction, juvenile marriages, and divorce proceedings with regard to the welfare of children.

Make financial arrangements for collection and distribution of fines, restitution and foster care payments.

Transport juvenile offenders to Juvenile Hall and other placements; transport adults to placement centers, court, and to medical appointments as needed.

Respond to citizen complaints and requests for information; recommend corrective action as necessary to resolve complaints.

Review probation work to assure compliance with laws, rules, regulations, professional standards, and established policies.

Review and evaluate court decisions and legislature to determine effects on the probation program.

Provide courtesy supervision of adults and juveniles on probation from other counties.

Perform related duties and responsibilities as assigned.

#### **BENEFITS**

CalPERS retirement plan, either 3 @ 50 for Classic, or 2.5 @ 57; deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation and sick leave; paid health insurance, life insurance, dental insurance and vision insurance for employee. Standby/Call-In pay, plus other incentives as applicable. This position is part of the Colusa County Deputy Sheriff's Association (CCDSA).

**FILING DEADLINE IS AUGUST 16, 2019 BY 5:00 P.M.** Resumes are required but may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed and closing date postmarked applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process. Prior to appointment and in accordance to POST regulations, the successful applicant will undergo an extensive background investigation, and a psychological and physical evaluation.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the *Notice of E-Verify Participation* and the *Right to Work* posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

**COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**



**CONVICTION RECORDS SUPPLEMENTAL FORM**

Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. **DO NOT INCLUDE:** (a) Any arrest or detention that did not result in conviction, (b) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated, (c) Any misdemeanor conviction for which probation has been successfully completed (or otherwise discharged) **and** the case has been judicially dismissed, (d) Any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) Traffic violations under \$150.00, or (f) Convictions more than two years old for violation of Health and Safety Code Sections 11357(b) or (c), 11360(b), 11364, 11365 and 11550 as related to marijuana.

Other than the exceptions noted in the paragraph above, items (a) through (f), as an adult, have you ever been convicted of a crime?    **Circle one:    YES    NO**

If you answered *YES* provide the following: (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. *Failure to list all convictions other than those excluded above may disqualify you from further consideration. Use additional pages if necessary.*

DATE OF CONVICTION	CHARGE OR OFFENSE	CITY AND STATE	COURT	ACTION TAKEN

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal. I further agree to be fingerprinted, as may be directed as conditions of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_