



MODOC COUNTY PROBATION DEPARTMENT

326 South Main Street - Alturas, California 96101
(530) 233-6324 - FAX (530) 233-6363

Chief Probation Officer Kimberly R. Wills
Assistant Chief Probation Officer Monica Seevers



JOB OPENING ANNOUNCEMENT

Assistant Chief Probation Officer

Salary Range 300 A-F (\$4,355 - \$5,559)

Closing Date: June 1, 2021

MODOC COUNTY PROBATION DEPARTMENT has an opening for an Assistant Chief Probation Officer (ACPO). This announcement will close on June 1, 2021, at 5:00 P.M.

The Assistant Chief Probation Officer assists in planning, organizing, directing and coordinating the activities of the adult, juvenile, pretrial, and administrative units and provides assistance to the Chief Probation Officer. Duties may include but are not limited to the following:

- Assists in preparing the department budget and grant applications.
- Participates in the selection process and recommendation of the appointment of personnel, and coordinates staff training.
- Participate on committees, boards, and task forces related to probation activities.
- Maintains and supervises an adult/juvenile caseload.
- Supervises and counsels probationers and prepares case plans.
- Prepares and presents reports and recommendations regarding adults/juveniles.
- Review staff work to assure compliance with laws, rules, regulations, professional standards and established policies.
- Review court decisions and legislation.
- Respond to citizen complaints and public records requests.
- Coordinate probation activities with other county departments and outside agencies.
- Participates in the on-call rotation.

To qualify for this position, the applicant must have completed PC 832 and an STC Certified Probation Officer CORE. Completion of the Supervisor Leadership Academy is desirable. Successful applicants will be invited for testing. Please submit a completed Modoc County Employment Application, Cover Letter, and Résumé to the probation department or Modoc County Human Resources. Applications are located the Probation Department, online at <https://www.co.modoc.ca.us/departments/forms.php>, or at Modoc County Human Resources.