

Modoc County, California Announces an Employment Opportunity for



Chief Probation Officer

THE IDEAL CANDIDATE

Modoc County is seeking a Chief Probation officer who will be able to plan, organize, manage, direct, and supervise the functions, activities, and programs of the Modoc County Probation Department as well as an exceptional ability to collaborate with other Justice partners in Administration of Justice. This would include fiscal management, personnel management, program planning and evaluation, and public and political relations. The ideal candidate will be able to present Department activities, programs, and functions within the Court system, community organizations, and other government agencies; provide direction, training, and supervision for Department staff; develop the Department budget and control expenditures; review the work of staff and resolve problems; be responsible for the development, maintenance and preparation of probation statistics, record and reports; perform the most difficult and complex professional probation work; apply the principles of adult and juvenile probation work and related court procedures in a variety of situations; effectively represent the Modoc County Probation Department in contacts with the public, community organizations, and other government agencies; will perform special assignments, and provide administrative support for the Board of Supervisors.

DISTINGUISHING CHARACTERISTICS

This class serves as the administrative head of the Probation Department and is responsible for setting all policies, procedures, and priorities of the office in addition to supervising assigned staff and outside service providers. In addition to planning and overseeing probation functions, the incumbent also carries a caseload of difficult and/or complex cases and provides technical assistance to and maintains liaison with representatives of other law enforcement agencies, direct social providers, and other public and private organizations involved in the probation process.

DESIREABLE QUALIFICATIONS

Principles, practices, and philosophy of law enforcement, particularly as related to the field of adult and juvenile probation. Principles, methods, and techniques of legal and social service research and investigation, judicial procedures, sentencing regulations, and rules of evidence. Applicable laws, policies, and regulations. Social, medical, educational, and other resources are available in the community. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of staff. Principles and practices of budget development and administration. Computer applications related to the work. Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, occasionally where relations may be strained.



COUNTY OF MODOC

Open to the Public

APPLICATION PROCESS

Applications may be obtained from
and returned to:

OFFICE OF ADMINISTRATION/HR
204 South Court Street, Room 100
Alturas, CA 96101

Phone: (530)-233-7660

Scanned and completed application
packets may be emailed to:

hr@co.modoc.ca.us

Please submit applications by

April 30, 2020

OPEN UNTIL FILLED

REQUIRED APPLICATION

- ⇒ A Cover Letter
- ⇒ A signed and completed Modoc County employment application
- ⇒ Resume
- ⇒ 3-5 References

The Region

Modoc County is located in the Northeastern corner of California, bordering Nevada and Oregon. The population density in Modoc is only two people per square mile. Congestion and over population are extremely unlikely. Clean air, crystal streams, and lack of automobile traffic are virtually assured. Wildlife is abundant in Modoc County.



Modoc County was incorporated in 1874. The name of Modoc was named after a Native American tribe that formerly ranged in the northeastern part of California. The county seat of Modoc is the City of Alturas, which carries the motto, "Where the West Still Lives."



Submitting an incomplete packet may result in disqualification of your application



**The Modoc County
Department of Probation is
dedicated to protecting the
members of our community
with a safe place to live by
pursuing victim restoration
and advocacy. Facilitating
rehabilitation of clients.
Providing safe, secure,
effective detention and
treatment programs.**



THE POSITION

TRAINING AND EXPERIENCE

Five (5) years of broad and extensive professional work experience in adult and juvenile probation work, including at least three (3) years of experience in a management, supervisory, or lead position.

Graduation from college with a BA/BS in criminology, sociology, psychology, social work, or closely related field.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. A 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 Course and Supervisor Core Training as certified by the Board of Corrections and evidence of continued compliance with annual training requirements.

Ability to obtain a CPR/First Aid Certificate within one (1) year of employment.

Ability to pass a full background investigation to meet provisions of Government Code 1029 and 1029.1. In addition, under Government Code Section 1031, the Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.



BENEFITS: Modoc County offers a comprehensive benefits program including

- ◇ **Retirement:** CalPERS 2%@55 for classic members. 2%@62 for new members.
- ◇ **Health:** Modoc County pays for employee and dependent premium up to \$1,304.13 per month through Anthem Blue Cross. Choice of plans include PORAC, Anthem PPO 250, Anthem PPO 750, Anthem EPO 30, Anthem HDP 3000.
- ◇ **Dental and Vision:** Modoc County offers Beam Dental and VSP Vision at 100% employer paid family plans.
- ◇ **Life Insurance:** A \$25,000 term life insurance policy 100% employer paid.
- ◇ **Deferred Compensation Plans:** Modoc County has plans available for employee participation through Colonial, Valic, New York Life, Edward Jones, and Nationwide 457(b) plans.
- ◇ **Vacation:** Accrual of two (2) weeks during years one (1) through four (4) of employment; three (3) weeks after four (4) years; four (4) weeks after 12 years; and five (5) weeks after 19 years of service with Modoc County.
- ◇ **Sick Leave:** Accrual at the rate of three (3) weeks per year with unlimited maximum accrual.
- ◇ **Holiday:** Fourteen (14) scheduled days annually.

To be considered for this career opportunity, please forward a letter of interest and your resume and five work-related references (who will not be contacted until mutual interest is established) to:

Modoc County Office of Administration

Human Resources

204 South Court Street, Room 100

Alturas, CA 96101

www.hr@co.modoc.ca.us

