



Inyo, County of (CA) Deputy Probation Officer

CLASS CODE

PROBOFCR

ESTABLISHED DATE June 29, 2022

REVISION DATE

February 06, 2025

Description

DPO I - This is the initial training phase of the Deputy Probation Officer position. A DPO I works under the close supervision of a Deputy Probation Officer II or III and Department Administration, learning the laws, practices, and theories of probation casework, and Probation Department policy and procedure. During the first twelve (12) months of employment, the DPO I must successfully complete Probation Officer CORE training, PC 832 training (Arrest, Search and Seizure) and training in evidence based practices and skillsets.

DPO II - The Deputy Probation Officer II is the fully qualified, journey level Probation Officer. Incumbents are expected to be proficient in their knowledge and application of the law; proficient in their use of evidence based skillsets and practices; and proficient in their application of Department and County policy, procedure and practices. The DPO II must be able to manage an assigned caseload and complete complex pre-sentence investigations with little direct oversight.

DPO III - This is the top step in the DPO series. Incumbents will have demonstrated a thorough understanding of probation law and practices and have the ability to manage the most complex and difficult cases with little oversight. The DPO III must have a thorough knowledge of evidence based practices and be capable of performing specialized assignments. In addition, the DPO III may assist management in the development of Department policy and procedure, trains and mentors junior level staff.

Example of Duties

Duties may include, but are not limited to the following:

- Manages a caseload of adult and/or juvenile offenders consistent with the principles of effective intervention
- Conducts complicated pre-sentence or pre-disposition investigations on offenders referred by the Superior Court
- Prepares reports and recommendations to the Court which contain offender social histories, complex legal analysis, and application of adult or juvenile sentencing law
- Completes validated risk assessments on both adult and juvenile offenders to determine both the risk to reoffend and offender treatment needs
- Refers offenders to appropriate treatment and/or rehabilitative services
- Utilizes evidence based skillsets to engage offenders in making positive change
- Conducts group sessions with offenders utilizing cognitive/behavioral based skillsets and tools
- Enforces court ordered supervision conditions, which may mean apprehending offenders in violation and returning them to custody

- Conducts searches of offender residences and property to determine compliance with supervision conditions
- Works closely with law enforcement agencies to assist with the enforcement of supervision conditions
- Works closely with treatment providers to determine offender compliance with counseling programs
- Keeps diligent records of offender compliance with supervision conditions and counseling programs
- Serves on multi-disciplinary teams with allied agencies and treatment providers to develop supervision plans for offenders
- Works closely with offender families, employers, and other natural supports to assist the offender with successful rehabilitation and integration into the community
- Engages in mandatory, ongoing training in probation casework, evidence-based practices, law and field related skills
- Must have ability to climb and descend stairs while walking or running
- Lift and carry objects weighing up to 50 pounds
- Bend, extend, and twist body in course of duties
- Physically subdue and restrain and handcuff resisting offenders and using lifting motion, assist handcuffed individual from a prone position to his/her feet or into a seat of a car
- Use hands and fingers to search
- Drive a car
- This is a peace officer position pursuant to Penal Code Section 830.5
- Work closely with schools and other educational programs
- Transport in-custody adults and/or juveniles to jail and treatment programs
- Supervise minors placed out of home in foster care or group homes
- Provide general probation information to the public when called upon to do so
- Appear in court when assigned
- Testify in court
- Provide specialized training to department personnel
- Carry a firearm on duty when assigned

In addition to the duties defining the work of DPO I and II, a DPO III will:

- Manage a critical departmental function
- Provide training to newly assigned staff and/or supervise a highly specialized caseload
- Expected to demonstrate a high degree of knowledge and experience, within both a specific departmental function and the broader departmental mission
- Will effectively impart that knowledge to other Probation Officers and associated agency personnel
- Will support management in the implementation of new programs and services
- May assist management with the development of policy and procedure
- May be required to assess functioning and measure outcomes within a particular program

Typical Qualifications & Special Requirements

EDUCATION and EXPERIENCE:

DPO I-

- A Bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field.
- Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code Section 830.5

DPO II-

- A Bachelor's degree in social work, psychology, sociology, criminology, or a closely related field
- Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code Section 830.5
- Must have completed Board of Corrections (STC) Deputy Officer Probation Core training **PLUS**
- Three years work experience in probation, social services, substance abuse, or a closely related field

DPO III-

- In addition to the above, six (6) years of increasingly responsible probation casework
 - At least four (4) of which should be performed at the level of DPO II
- Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code Section 830.5
- Must have completed STC and annual training requirements
- Specialized training in a specific departmental function is also required

Minimum Qualifications for Inyo County Probation Department employees hired prior to October 8, 2014

DPO I-

- *A Bachelor's degree in social work, psychology, sociology, criminology, or a closely related field is preferred*

OR

- *Work experience in probation, social services, substance abuse, or a closely related field may be substituted for education on a year-for-year basis for up to two years*

DPO II-

- *A bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field **PLUS***
- *Three (3) years of work experience in probation, social services, substance abuse, or a closely related field*

OR

- *At least two (2) consecutive positive performance evaluations and be at step C within the DPO I classification. Work experience as described above may be substituted for education on a year-for-year basis for up to two (2) years.*
- *Must have completed STC (Standards and Training for Corrections) certified Probation Officer Core training.*

KNOWLEDGE OF:

- Department policy and procedure and practices
- Evidence-based practices and skillsets including the principles of effective intervention
- Cognitive/behavioral therapy based interventions
- Probation and sentencing law
- Juvenile law
- Powers of arrest, search and seizure

DPO III will have

- Demonstrated a thorough knowledge of the role of probation within the justice system, as well of as an understanding of the functioning of allied agencies

ABILITY TO:

- Stay up to date and proficient in Federal, State and County laws and ordinances
- Act in a leadership position within the Department

- Represent the Department with the highest professional standards at all times
- Write and speak effectively
- Effectively handle hostile individuals, public complaints, and/or defuse difficult situations with clients and the public

DPO III will be able to

- Clearly and competently provide input regarding specific Department programs to other DPO's and agency personnel
- Effectively train Departmental staff and assist them in handling difficult or complex situations
- Manage a critical Department function/program and must be able to do so using their own initiative and judgment, while relying on their specific training and experience
- Demonstrate a thorough knowledge of the principles of effective intervention and other evidence based practices and skillsets
- Effectively interact with other local, state and federal agencies may be required

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, psychological examination, and physical examination, including drug screen
- Position may be required to serve as a Disaster Service Worker during a County emergency
- Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code Section 830.5
- State law prohibits employing persons in a peace officer capacity if they have been convicted of a felony

Supplemental Information

APPLICATION:

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. Beginning with your present or most recent job, show a complete record of your employment. Describe in detail any aspects of your experience or activities that are particularly appropriate for the position for which you are applying. You may not submit resume in lieu of completing the Employment Record fields. We will evaluate your qualifications based solely on the information entered into the Employment Record form.

It is ***not*** acceptable to complete the application with statements like "See/Refer to resume" or "See attached".

IMPORTANT: If requesting Veteran's preference, you must attach a copy of your DD214 with your application

SELECTION:

Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:

Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination

process.

CITIZENSHIP/IMMIGRATION STATUS:

Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

WORK LOCATION:

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). All Inyo County positions are considered Countywide. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

Other Class Spec Title 1

This supplemental questionnaire is an integral part of the selection process. Your answers to these questions will be thoroughly evaluated in order to determine that the most suitably qualified applicants continue in the selection process. It is important that responses be as detailed as possible. A resume may be submitted but will not be accepted in lieu of an online application and required supplemental questions. (Supplemental questionnaire will be located at the end of the application process)

Deputy Probation Officers are peace officers as defined by California Penal Code Section 830.5. Assignments within the Probation Department may include either the Adult Division or the Juvenile Division. Working conditions often involve the potential for high stress levels, exposure to loud noises, blood/air borne pathogens, and hostile situations. Incumbents must work with a highly manipulative and psychologically challenging client population which may include both adults and juveniles convicted of felony crimes. As such, the ability to maintain one's professional composure and exercise sound decision making under pressure is critical.

Frequently, Deputy Probation Officers are required to work field assignments during night and daytime hours, which may involve being armed, conducting searches of persons and residences, transporting in-custody clients to jail or juvenile hall, collecting urine samples for drug testing, and other enforcement activities. The ability to act professionally in those assignments is crucial, with consideration always given to community, client and officer safety.

In addition to enforcement related activities, the role of the Deputy Probation Officer has changed dramatically in previous years. Deputy Probation Officers are now required to have a thorough knowledge and understanding of human behavior, social work practices and evidence based methods for effecting behavior change in clients.

This may include knowledge of cognitive/behavioral based interventions, conducting risk/needs assessments of clients, developing case plans, and other interventions designed to effectuate recidivism reduction. The Deputy Probation Officer must be willing to work closely with clients, both one-on-one and occasionally in group settings, with the specific goal of preventing further recidivistic behavior. Often, this requires officers to work closely with clients in a custodial setting, in addition to locations away from the office, including homes, schools and places of employment. Deputy Probation Officers are also responsible for the preparation of complex reports that include the correct application of either adult or juvenile sentencing laws and rules. Exceptional writing and critical thinking skills are therefore necessary for success in the profession