



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

DEPUTY PROBATION OFFICER I or II
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Probation
LOCATION: Countywide
SALARY: Deputy I - \$4253 \$4466 44688 \$4927 \$5162**
Deputy II - \$4569 \$4799 \$5036 \$5292 \$5557**

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DISTINGUISHING CHARACTERISTICS

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.

ESSENTIAL JOB DUTIES: 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.

OTHER EXAMPLES OF DUTIES: 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.

EMPLOYMENT STANDARDS

Education/Experience

DPO I: A Bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field.

DPO II: A Bachelor's degree in social work, psychology, sociology, criminology, or a closely related field, PLUS three years work experience in probation, social services, substance abuse, or a closely related field. Must have completed Board of Corrections (STC) Deputy Officer Probation Core training.

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.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special Requirements: 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 pass background check, psychological examination, and physical examination, including drug screen, prior to employment. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. State law prohibits employing persons in a peace officer capacity if they have been convicted of a felony.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening, a standardized written state examination, physical agility examination, and oral interview of those applicants scoring above the cut-off standard score.

APPLICATION: **THIS RECRUITMENT WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.** Applications, as well as the required supplemental questionnaire (attached), must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. .

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 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.

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



COUNTY OF INYO

SUPPLEMENTAL QUESTIONNAIRE	
Deputy Probation Officer I/II	
Application & Supplemental Questionnaire Deadline:	
Applicant Name: _____	Send this and all application material to: County of Inyo Personnel Department P.O. Box 249 Independence, CA 93526

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 a completed supplemental questionnaire. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE COUNTY OF INYO PERSONNEL DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION 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.

Q#	Supplemental Questions	Answer
1.	Are you willing to work non-traditional hours, including evenings and nighttime hours?	[] Yes [] No
2.	Are you willing to work in a lockdown facility such as a jail or juvenile hall?	[] Yes [] No
3.	Are you able to pass a detailed background investigation with a fingerprint check?	[] Yes [] No
4.	Are you able to work in a fast paced, high stress environment?	[] Yes [] No
5.	Are you able to accept clients' differences and interact with them in a non-judgmental manner?	[] Yes [] No
6.	Are you able to deal calmly and think clearly with angry people when the problem is not your fault and/or the resolution is out of your authority?	[] Yes [] No
7.	Are you able to be subjected to abuse and profane language on the phone and deal with it unemotionally?	[] Yes [] No

8. Check those items which describe the type of employment atmosphere you prefer.
- Working with few rules, exercising creativity and independent thinking.
 - Collaborating with others, including co-workers and other agencies.
 - Utilizing computers to perform tasks.
 - Writing complex reports and engaging in complex data and/or legal analysis.
 - Working independently with little supervisor scrutiny.
 - Following detailed procedure and rules.
 - Multitasking with many interruptions.
 - Busy, fast paced work environment.
 - Large amount of public contact/High level of visibility in the community.
 - Working one on one with clients and co-workers to achieve specific goals.
 - Working in a highly regimented and controlled environment.
 - Having little or no contact with others.

9. How would you rate yourself in handling emergency situations?
- Somewhat uncomfortable, becoming easily flustered.
 - Usually not easily flustered, but often feeling anxious.
 - Usually extremely calm, can think clearly and do not feel particularly anxious.

For the following questions, please type responses on a separate sheet of 8 ½ x 11 paper. Reference responses to the appropriate question number and attach responses to this cover sheet.

10. Why are interested in a career as a Deputy Probation Officer?

11. What do you think would be the most challenging aspects of the Deputy Probation Officer position for you personally, and how would you overcome them?

12. As a Deputy Probation Officer, you may be asked to work evening, nighttime, weekend or holiday hours engaged in intensive field supervision and enforcement activities, often armed and working closely with other law enforcement agencies. Are you willing and able to work in such assignments and what do you feel are the most important qualities for an officer assigned to a field assignment?

13. Describe in detail any knowledge and experience you have in working with clients in a one on one setting. Include in your response the employer you worked for, the dates of employment, title of your position and your specific role and responsibilities.

14. Describe any knowledge you have of social work techniques and practices, or any other knowledge you have of human behavior, psychology, sociology, or social service practices. Include in your response any college coursework you have had, when and where you attended college, or any employment related knowledge.

I attest under penalty of perjury that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I also certify I have reviewed and understand all the information contained in the General Information section of this supplement. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment or any resulting employment status. My signature authorizes the County of Inyo to make any appropriate investigations to verify information.

Signature of Applicant: _____ Date: _____

PRINT NAME: _____