



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

ANNOUNCES AN **OPEN** RECRUITMENT FOR:

PROBATION SERVICES COORDINATOR
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Probation
LOCATION: Countywide
SALARY: Range 67 \$4602 \$4832 \$5074 \$5332 \$5586**
(The above monthly salary is paid over 26 pay periods annually)

****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.

DEFINITION: Under general supervision of the Assistant Chief Probation Officer, assist with the supervision of department adult and juvenile clientele; plans, organizes, coordinates, and administers the Probation Department's alternative sentencing programs including community work service, pre-trial services, and electronic monitoring programs; provides sites supervision of program participants; evaluates projects and sites; plans, estimates, and secures supplies, equipment, and materials for projects; conducts interviews, assessments, and case management services for alternative sentencing program participants; designs, develops, and presents various prevention programs for community partners including area education systems; fosters cooperative working relationships with various public and non-profit groups; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: Job assignments for this classification include providing a variety of assistance with the caseload of the County Probation Department. While duties include contact and interaction with probation clientele, the duties do not include exercise of any of the peace officer powers which are imposed by statute on the Deputy Probation Officer class series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL JOB DUTIES: This classification is primarily responsible for the overall management and operation of the Probation Department's alternative sentencing/prevention programs for both adult and youth clientele. Duties require exercise of independent initiative and judgment in relieving the Assistant Chief Probation Officer of the operational functions within the assigned program services. Duties may include, but are not limited to, the following: Develop various community work service opportunities and projects for adults and juveniles. Provide case management services for pre-trial and electronic monitoring program. Creates, organizes, and maintains various prevention programs presented to schools, agencies, and community members. Prepares written reports about clientele for submission to the courts. Provides caseload services to a select group of offenders. Assists in the collection of urine samples for drug testing. May testify in court. Assists with probation caseload activities including making corrections and changes to data, reviewing information, scheduling appointments, and maintaining communication with related agencies. Perform duties with safety in mind. Acts as liaison to other agency and community groups. Attendance of various trainings, meetings, workshops, etc., as required to enhance job knowledge and skills. Provides training to entry level staff as assigned. Designs and prepares special reports about programs or department functions as required.

OTHER JOB RELATED DUTIES: Perform related duties and responsibilities as assigned including the transportation of probation clients to and from various locations such as jails, juvenile halls, short term residential treatment programs, community work service sites, and/or schools. This classification may be assigned to assist the Deputy Probation Officer with various case management tasks. In the absence of the Deputy Probation Officer, may provide case management services to adult and youth clients.

MINIMUM QUALIFICATIONS /EMPLOYMENT STANDARDS:

Education: High school graduate or equivalent with completion of sixty (60) semester units from an accredited college or university with at least fifteen (15) units in criminology, corrections, counseling, psychology, social work, or a closely related field; or two years of full-time, paid experience in the field of law enforcement, corrections, or social services, or education.

License or Certificate: Must successfully complete pre-employment background investigation, psychological examination, and physical examination, including drug screen; must possess or ability to obtain a valid operator's license issued by the California Department of Motor Vehicles; must possess or obtain during the probationary period, valid first aid and CPR certificates.

Essential Functions:

Demonstrate proficient time management skills, organizational skills and ability to prioritize duties and assignments during the work day. Prepare clear, concise correspondence and reports. Communicate clearly and concisely, both orally and in writing. Collect and organize data, prepare, maintain, and update a variety of records and reports including financial and statistical reports. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Demonstrate professionalism when interacting with partner agencies, members of the public, clients and Department personnel. Operate modern office equipment including computer equipment and motor vehicle.

Knowledge of:

- Behavior patterns of crime and delinquency.
- Financial and statistical record keeping.
- Legal terminology.
- English usage, spelling, grammar, and punctuation.
- Understand functions and procedures of the Probation Department and of both juvenile and adult criminal courts.
- Understand standard reporting mechanisms for the Probation Department

Skills and Abilities:

Ability to:

- Learn to develop and prepare a variety of legal documents, records and reports.
- Learn to perform sample collection and drug testing.
- Effectively work with assigned probation cases.
- Make objective judgments as to the suitability of offenders participating in particular programs.
- Follow oral and written instructions and make decisions in routine procedural matters without immediate supervision.
- Read, understand, and interpret standard official legal documents.
- Maintain accurate and concise records and reports.
- Complete forms accurately and effectively.
- Demonstrate knowledge of and compliance with Department and County Policy and Procedure.
- Assume responsibility for and exercise judgment in a variety of situations, while recognizing scope of authority.
- Provide information and apply policies and procedures of the department where assigned.
- Set criteria as to the suitability of offenders participating in particular programs.
- Enforce the work standards and regulations as set forth by the Department and County.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Frequent use of depth perception, peripheral vision and color perception.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Occasionally kneel, bend, twist, squat, balance and crawl.
- Frequent use of hand-eye coordination.
- Frequent use of data entry device including repetitive hand and arm motion.
- Occasionally lift and carry up to 65 pounds.
- Normal dexterity, frequent holding and grasping.
- Sit or stand for long periods of time.
- Must be willing to work with justice involved adults and youth

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. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be willing and available for night meetings, out-of-state travel, and overnight travel. Must be available to work overtime as necessary.

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

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received in the Personnel Office, 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. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

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) 878-0295 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.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). 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.