



# Deputy Probation Officer II (Part-Time)

Stanislaus County Probation Department

**\$36.00-\$43.75 Hourly**

This is a continuous recruitment. Applications will be screened on an ongoing basis.



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.

# THE POSITION

The Deputy Probation Officer II classification is the journey level Peace Officer position for officers who generally have at least one-year successful full-time experience as a sworn Probation Officer in a same or similar classification in a probation department and have successfully completed mandatory training such as the 174-hour California State Probation Officer Core training. Officers may be assigned to intake, investigation, supervision, or multi-agency collaborative projects in adult or juvenile casework in a variety of locations in Stanislaus County. Deputy Probation Officer assignments involve the possibility of bodily injury, dealing with angry, hostile, and potentially combative clientele, and exposure to chemical weapons such as pepper spray. This position may be required to work flexible hours, including evenings and weekends. This position also performs related duties as assigned.

- Additional compensation of 2.5% will be paid to eligible certified bilingual incumbents.

The part-time Deputy Probation Officer II is a sworn position which falls under the Unclassified Service of the County and considered "at will" for labor relations purposes.

## THE MISSION

*Providing public safety through accountability and opportunity.*

## THE VISION

*Creating a culture of trust and having a positive impact to build a safer Stanislaus County.*



## OUR VALUES

*Each point of our badge represents the following value:*

**Professionalism • Diversity • Collaboration**

**Integrity • Compassion • Respect • Transparency**



# THE TYPICAL TASKS

- Review law enforcement or court referrals and apply State law and departmental policy to determine appropriate recommendations and disposition;
- Interview offenders, family members, victims and others critical to appropriate case disposition;
- Access and comprehend law enforcement, school, mental health, social services and other reference materials;
- Provide monitoring and supervision of offenders under court order or departmental disposition. This entails face-to-face contact with offenders, family members, law enforcement, employers, victims and other public or private agencies who provide service or supervision to the offender. These contacts may take place within the office, various custodial facilities, the offender's home, school or place of work, or at various community locations;
- Prepare accurate and objective memos, court reports, and statistical reports;
- Testify in court as required;
- Conduct drug testing on probationers;
- Conduct searches on probationers, their residence or vehicle as authorized by court order and departmental policy;
- Arrest probationers as authorized by State law and departmental policy;
- Locate, broker, and monitor social services to aid probationer and his/her family;
- Attend training classes and meetings;
- Develop and monitor individualized case plans and case file materials to assist probationer to comply with the law, court order and achieve law abiding productive lifestyle;
- Develop, monitor, and report on job performance and performance based outcome measures; and
- Arrange for payment of restitution and fines.



## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- Principles of human behavior, communication, adult and juvenile probation and applicable court procedures;
- State laws and County ordinances affecting adult and juvenile probation; and
- Modern casework techniques applicable to probation work.

### SKILLS/ABILITIES

Demonstrated ability of all Deputy Probation Officer I requirements (see QR code for full DPO I description) plus:

- Write clear and concise reports and make appropriate recommendations;
- Work independently without excessive supervision; and
- Work special projects with others in a participatory group process.

*For the full  
minimum qualifications  
scan the QR code*



# EDUCATION & EXPERIENCE

- Bachelor's degree in Social Sciences, Criminal Justice, Corrections, or a closely related field; AND
- One (1) year of work experience as a Deputy Probation Officer I; AND
- Possess and maintain a valid California Driver's License.

## DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- One (1) year experience working as a Deputy Probation Officer II or comparable classification; AND
- Completion of Probation Officer Core and PC 832 Arrest, Search and Seizure training; OR
- Retired from a State of California County Probation Department as a Deputy Probation Officer II or comparable classification and above; AND
- Completion of Probation Officer Core and PC 832 Arrest, Search and Seizure training.

*The California State Government Code provides the following minimum requirements for all Peace Officer positions in California:*

- Must be free from any prior felony convictions; AND
- Must meet the minimum standards for peace officers pursuant to Government Code Section 1031; AND
- Must be 18 year of age or older; AND
- Must provide fingerprints for criminal records check; AND
- Must be a "good moral character" determined by a background investigation; AND
- Must have a High School diploma or GED equivalency; AND
- Must be free from any physical, emotional or mental condition that might adversely affect the exercise of Peace Officer powers.

# EXAMINATION PROCESS

Probation recruitments consist of the steps detailed below and are governed by Merit Principles. The examination process ensures that all applicants are given the same opportunity to gain employment within Stanislaus County.

- **Application Review and Screening** - Applications are carefully screened based on information provided. Those who submit incomplete applications that lack relevant qualifications or do not submit all required documents will not be invited to move on.
- **Orientation** - Attendance is mandatory to continue in the recruitment process.
- **Written Examination** - Samples of the written examination can be found by searching "Probation Officer Examination" on the Internet.
- **Oral Exam Panel Interview** - A ranking oral examination. Successful candidates will be placed on an eligibility list.
- **Polygraph Examination** - A pre-employment exam to be completed prior to the background investigation.
- **Personal History Statement and Background Investigation** - Thorough Peace Officer background investigation.
- **Conditional Offer Examination** - The pre-employment exams include drug testing, physical examination, fingerprint clearance and a psychological examination.
- **Selection Interview** - Selection Interview with the Chief Probation Officer.

*UNSATISFACTORY RESULTS IN ANY ASPECT OF THE FOREGOING, INCLUDING BACKGROUND INVESTIGATION FINDINGS, MAY RESULT IN REMOVAL FROM THE ELIGIBILITY LIST.*

## COMPENSATION & BENEFITS

Approximate Hourly Rate:  
**\$36.00-\$43.75 Hourly**

As a part-time Stanislaus County Employee, you will be eligible for the benefits below:

- Enrollment in Nationwide Alternate Retirement System; and
- Sick Accruals.



*For further information on Stanislaus County Probation, scan the QR code or visit [StanCounty.com/Probation](http://StanCounty.com/Probation)*



## RECRUITMENT INCENTIVES:

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit [stanjobs.org](http://stanjobs.org) for details.

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce.

“Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.





## **CLASSIFICATION INFORMATION**

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

## **APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at anytime**

### **Oral Examinations are tentatively scheduled on a continuous basis**

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies with Stanislaus County Probation Department.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.