Job details

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Bulletin Number	2727BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Probation
Position Title	DEPUTY PROBATION OFFICER II (FIELD)
Exam Number	F8607N
Filing Type	Open Continuous
Filing Start Date	08/02/2011
Salary Type	Monthly
Salary Minimum	4520.73
Salary Maximum	6259.91
Position/Program Information	Performs probation work at the professional level by investigating adults and juveniles accused or convicted of law violations, recommending sanctions to the courts, supervising adult and juvenile probationers, enforcing court orders, incarcerating delinquents, and implementing programs designed to reduce crime and protect the rights of victims. Positions allocable to this journey-level class report to a Supervising Deputy Probation Officer, carry a caseload, perform the more complex and difficult tasks, and are responsible for making probation recommendations to the court on adult and juvenile offenders and supervising adult or juvenile offenders placed on probation. In addition, positions of this class are characterized by a variety of special assignments including placement officer, specialized gang supervision officer and intercept officer. Incumbents must exercise a knowledge of probation casework; Federal, State and local statutes relating to probation work; functions and procedures of Municipal and Superior Courts as they relate to probation; and departmental policies and procedures. Incumbents must possess the ability and skill to communicate adequately, write clear and concise reports with logical and legal recommendations, and establish and maintain effective working relationships with clients, probation staff, court and law enforcement personnel, and community groups.
Essential Job Functions	Investigates and evaluates cases of adults or juveniles referred to the Probation Department, considering such factors as the present offense, the offender's prior record, and social history. Utilizes

probation and law enforcement computer systems for investigations and documentation. Prepares reports and recommendations for use by the court in making dispositions of adult or juvenile cases, and may appear in court to provide information regarding recommendations. Plans and monitors supervision programs designed to enable probationers to assume responsibility for their behavior and to comply with conditions of probation. Develops and utilizes ·community resources for probationers. Acts as intake officer by conducting interviews of juveniles in police custody to determine if they should be detained or released and by counseling juveniles and their families regarding the kinds of probation or community service best suited for their needs. Protects the rights of victims by notifying them of scheduled court hearings, referring them to agencies for assistance, and establishing restitution payment schedules. Performs probation services such as screening requests for petitions, conducting initial intake or extension interviews, and referring appropriate petition requests to the District Attorney. Supervises adults and juveniles placed in probation's jurisdiction; establishes payment schedules for fines, restitution and other payments; instructs probationers regarding the terms and conditions of the probationary period. Monitors probationer's compliance with the terms and conditions of probation, evaluates the seriousness of probation violations, may involve the arrest and control of clients and recommends action by the Court when the probationer violates the law or terms of probation. Utilizes Evidence Based Practices and administers cognitive behavioral therapy; utilize vehicle to conduct field interviews and searches which involve traveling to other counties and altering work schedule.

Requirements

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university; -AND- either:

Option I: Two years of experience as a Deputy Probation Officer I, Senior Detention Services Officer, Transportation Deputy, Probation, or Senior Investigator Aid, Probation, in the service of Los Angeles County;

-or-

Option II: Three years of experience as a peace officer in probation, parole, corrections, or other law enforcement field at the level of Los Angeles County's classes of *Deputy Probation Officer ·I, **Senior Detention Services Officer, ***Transportation Deputy, Probation, or ****Senior Investigator Aid, Probation, with at least six months of experience conducting complete field investigations of full responsibility for supervising either adult or juvenile probationers.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License is required to perform job-related essential job functions.

Special Requirement Information

Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.

Succesful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked.

AN APPLICANTS WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST FIVE YEARS WILL NOT BE APPOINTED.

APPLICANTS WILL HAVE TO SATIFSY THE FOLLWOING REQUIREMENTS FOR PEACE OFFICER STATUS

- **NO FELONY CONVICTIONS**

- U.S. Citizenship

- 21 years of age, at the time of application

Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.

In the service of LA County, a Deputy Probation Officer I is defined as:
*Performs probation work under close supervision, assisting in and learning to perform the work of professional level probation officers involved in the care and treatment of juvenile offenders placed in either a Probation Department residential treatment facility or a detention services facility. -**OR**- Under close supervision, assists in and learns to perform professional level probation officer work related to the investigation and supervision of adults or juveniles accused of or convicted of law violations.

In the service of LA County, Senior Detention Services Officer is defined as:
**Leads and participates in the work of lower level detention services staff who supervise juveniles in a living unit or other section of a Probation facility maintained for their care and custody.

In the service of LA County, Transportation Deputy, Probation is defined as:
***Assumes responsibility for the custody and welfare of delinquent and non-delinquent juvenile court wards for the purpose of transporting them by automobile, bus, train, or airplane to courts, juvenile halls, clinics, hospitals, foster homes and to other jurisdictions including those in other states.

In the service of LA County, Senior Investigator Aid, Probation is defined as:
****Serves as a team leader in the Pretrial Services Division Programs such as Bail Deviation, Own Recognizance, Pretrial Supervision, Electronic Monitoring, Early Disposition or Drug Court.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic

credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of a qualifying written examination (Probation Officer) developed and validated by the. California Department of Corrections and Rehabilitation (CDCR) and an Oral Interview covering training , experience, and personal fitness to perform the duties of the position weighted 100%.

Candidates who meet the following criteria are not required to participate in the written examination:

a) Employees who have been employed in a Peace officer capacity with the Department prior to July 1, 1987.

b) Applicants that have previously taken the California Corrections Standards Authority Juvenile Corrections Officer written test (utilized as of September 2004) as part of an exam administered by the County of Los Angeles Probation Department and successfully passed (received a passing score) will have their written test result reviewed to determine if it can be transferred to this examination. Written test results/scores from the former Probation Officer(administered prior to September 2004) test cannot be transferred.

Only those candidates who pass the written examination will proceed to the oral inteview. Candidates must achieve a passing score of 70% or higher on the interview in order to be added on the eligible register.

The written test is not reviewable be candidates per Civil Service Rule 7.19.

Special Information

A THOROUGH BACKGROUND INVESTIGATION, INCLUDING LIVE SCAN AND DRUG SCREENING TEST WILL BE CONDUCTED PRIOR TO APPOINTMENT. THE DEPARTMENT MAY CONDUCT A POLYGRAPH TEST.

Vacancy Information

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months, following the date of promulgation

Eligibility Information

The names of canddiates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months, following the date of promulgation.

Candidates may not compete in this examination more than once every twelve (12) months.

Available Shift

Any

Job Opportunity Information

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination

Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.
This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need

reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifictions for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications can be completed and submitted online by clicking on the link above or below this bulletin that reads Apply to Job so you can track the status of your application online and receive notification of your progress by e-mail.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted.

Note: If you are unable to attach required documents, you may fax them to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

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