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Job details

Job 1 of 1

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• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules**Position/Program Information**

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.

Positions allocable to this entry-level class report to a Supervising Deputy Probation Officer. Positions function as a junior member of a team under the leadership of a Deputy Probation Officer II. They are assigned the less difficult and less complex tasks, and are responsible for learning and applying the concepts, theories, principles, laws, and procedures of professional probation work. As a junior member of a team, positions are assigned responsibility for performing either the residential treatment facility or the detention services assignment. Deputy Probation Officer I's positions require the ability to communicate clearly and effectively, both orally and in writing. Positions also require the ability to exercise and display a working knowledge of first aid and Cardiopulmonary Resuscitation (CPR); to accurately observe, evaluate and document group behavior; and to establish and maintain effective working relationships with wards, probation staff, court and law enforcement personnel, and community groups. Deputy Probation Officer I's must also demonstrate an awareness of evidence-based best practice principles associated with professional probation work, risk/needs assessment instruments and processes, proper case planning and management, as well as an understanding of the various intervention programs and services options available.

Residential Treatment

Positions assigned to a residential treatment facility are responsible for performing the less difficult and less complex tasks associated with caseload management, dorm and facility security, supervision of work and fire suppression crews, and public relations and community liaison services. Positions are also responsible for assisting in the re-

socialization of offenders.

Detention Services

Positions assigned to a juvenile hall are responsible for performing the less difficult and less complex tasks associated with assessing life skills, risks, and needs of juveniles, and translating those factors into treatment objectives using evidence-based best practices. Positions counsel clients on conditions of probation and the need for compliance progress toward rehabilitation, develop individual case plans, determine appropriate treatment programs and services, recommend follow-up action as appropriate, and perform caseload management, and dorm and facility security activities.

Essential Job Functions

- Supervises and cares for court wards in the dormitory, recreational and work activities.
- Provides treatment and behavior control of groups and individual wards.
- Manages up to seven wards involving Risk and Need Assessment (RAN) Case Plan development, goal setting and crisis intervention.
- Supplies necessary reports (petitions, supplemental, graduation) to the court and field officers regarding the status of wards assignments and maintaining case records.
- Transports juveniles to courts, medical facilities, group homes, etc. by driving a vehicle (including automatic transmission buses designed to carry not more than 15 passengers) when necessary.

Requirements

SELECTION REQUIREMENTS:

Graduation from an accredited* four-year college or university.

THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS MUST BE MET AT THE TIME OF APPOINTMENT:

- No Felony convictions**
- U.S. Citizenship**
- 21 years of age**

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

Physical Class

Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting or working on irregular surfaces; and occasionally requiring extraordinary physical activity.

License(s) Required

A valid California Class C Driver License is required at the time of appointment. Appointees must obtain a California Commercial Class B Driver License with Passenger Endorsement within 90 days from the date of appointment.

Special Requirement Information

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

Successful 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 your driving record must be

presented at the time of your appointment. License must not be suspended, restricted, or revoked. **CANDIDATES WITH VEHICLE CODE/MOVING VIOLATIONS, CONVICTIONS, OR AT FAULT ACCIDENTS, WHICH TOTAL MORE THAN FOUR (4) IN THE PAST TEN (10) YEARS ARE SUBJECT TO DISQUALIFICATION FOR EMPLOYMENT.**

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 (Juvenile Correction Officer) developed and validated by the California Corrections Standards Authority, and an 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 Juvenile Correction 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 Juvenile Correction Officer (administered prior to September 2004) test cannot be transferred.

c) Candidates employed with the Probation Department currently working in a Peace Officer capacity as a Transportation Deputy, Detention Services Officer or Group Supervisor, Night for at least one year.

Only those candidates who pass the written examination will proceed to the oral interview.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

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

Special Information

Appointees will be required to work any shift including evening, nights, weekends, and holidays.

A thorough background investigation, including Live Scan, and drug screening will be conducted prior to appointment. A Computer Voice Stress Analyzer (CVSA) examination may also be required.

Candidates may be required to submit a credit report from one of the three (3) major credit reporting agencies (Experian, Trans Union, or Equifax).

Study guide and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer Test on

	the Probation website at http://probation.lacounty.gov under Candidate Orientation Booklet.
Vacancy Information	The resulting eligible register for the examination will be used to fill vacancies in the Probation Department, Residential Treatment Services Bureau.
Eligibility 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.
	No person may retake this examination more than once every twelve (12) months.
Available Shift	Any
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 qualifications 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 email.
	Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination may close for filing at any time without prior notice.
	Note: If you are unable to attach required documents, you may fax the document 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 can be completed on computers at public libraries throughout Los Angeles County.
	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 SELECTION 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 certificate 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.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	MaryAnn Gutierrez
Department Contact Phone	562-940-2662
Department Contact Email	MaryAnn.Gutierrez@probation.lacounty.gov
ADA Coordinator Phone	562-940-3552
Teletype Phone	877-988-7800
California Relay Services Phone	562-940-2711
Job Field	Public Safety/Law Enforcement/Probation
Job Type	Protective Services Workers

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