

Duty Statement

Probation Officer

1. Supervises a caseload of juvenile probationers in the community and schools. (Code 1)
2. Interviews probationers regarding the nature and the conditions of probation, arranges for referral to private and public agencies, and provides a casework plan for follow-up contacts. (Code 3, 4, 7, 8)
3. Interviews defendants, relatives, witnesses, victims and others to determine the nature of offenses, prior record, social history, environmental, economic, and psychological influences. (Code 1)
4. Assists with the coordination of services with other agency staff who provide services to identified students and their families; e.g. Police Activities League, YMCA after school tutors, District Attorney's Office staff, Block House Parents, Youth Court staff, etc. (Code 7)
5. Conducts forums with community residents to assess neighborhood needs and mobilizes appropriate Medi-Cal or non-Medi-Cal covered resources. (Code 13, 14).
6. Plans, establishes, and maintains positive relationships with education, city, county, public health and other agency staff to improve the delivery of non-Medi-Cal or Medi-Cal services to the schools. (Code 13, 14)
7. Makes collateral contacts with employers, social or health agencies, public officers, and others to verify prior history and information and make referrals as necessary. (Code 1, 3, 4, 7, 8)
8. Collaborates with school staff (teachers, psychologists, nurses, administrators) to provide services to youth who are exhibiting precursor criminal behavior. (Code 1, 3, 4, 7, 8)
9. Makes written and oral presentations to parents and school staff about community social, education, vocational or health agency resources. (Code 1, 3, 4)
10. Conducts outreach to students and their families or caregivers for the purpose of bringing them into Medi-Cal, or informing or facilitating the Medi-Cal application process (Code 4, 6).
11. Informs students and families with health care needs about available services, including Medi-Cal services, to meet their needs. (Code 4, 8)
12. Arranges for non-emergency transportation to Medi-Cal covered services. (Code 10)
13. Attends to official business as a Deputy of the local Sheriffs Department as needed. (Code 1)

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14. Attends MAA meetings and participates in quarterly MAA time surveys. (Code 15)
15. Prepares reports and recommendations for use by the court in making dispositions of juvenile cases; continuation, modification or termination. (Code 1)
16. Counsels juvenile probationers and their families toward rehabilitation as necessary to assure compliance with court orders. (Code 1, 2)
17. Arranges for placement of youth in foster homes and institutions as necessary to assure compliance with court orders. (Code 1)
18. Implements planned supervision programs which will assist in complying with court-ordered conditions of probation. (Code 1)
19. Maintains confidential records on the progress of assigned cases and monitors or coordinates those activities with Medi-Cal and Non-Medi-Cal providers as needed. (Code 7, 8)
20. Monitors and enforces conditions of probation which may require referrals for drug testing, medical services, search, seizure or arrest. (Code 1, 3, 4)
21. Participates in in-service trainings to update knowledge of the criminal justice process and/or Medi-Cal resources available to support probationers. (Code 3, 4)
22. Arranges for translation services to facilitate or access Medi-Cal or non-Medi-Cal services to probationers and families. (Code 11, 12)
23. Other related duties as assigned. (Code 1, 16)
24. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
25. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
26. Reviewing school policies, procedures, or rules. (Code 16)
27. Evaluation of employee performance. (Code 16)
28. Completing personal mileage and expense claims. (Code 16)
29. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)