



*County of Santa Cruz*

Invites you to apply for:

# **DEPUTY PROBATION OFFICER I**

Open and Promotional

Salary: \$6,751 – 8,550 Monthly

Closing Date: Friday, September 12, 2025

**SUPPLEMENTAL QUESTIONNAIRE REQUIRED**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

## THE POSITION:

The County of Santa Cruz has an exciting opportunity for an Deputy Probation Officer I. Under direction, conduct investigations and prepare recommendations to the courts in probation cases involving adults or youth; perform casework services and community engagement for a caseload of adults and/or youth and their families including the referral, supervision, counseling and rehabilitation of youths and adults on probation; divert those we monitor or supervise from further involvement in the justice system; interview detainees to gather and analyze background information; make recommendations to the Court concerning bail adjustments and "own recognizance" releases; and perform other duties as required.

Deputy Probation Officer I is the entry and trainee level class in the Probation Officer series. Incumbents work under relatively close supervision while they develop their skills and abilities in probation casework. Incumbents must successfully complete the Probation Officer core training course in the Standards and Training for Corrections Program (STC). After completing core STC training, gaining experience and the ability to work with a substantial degree of independence, incumbents are expected to promote to the class of Deputy Probation Officer II, normally after one year. This class is distinguished from the next higher class of Deputy Probation Officer II in that the latter works more independently, performs the full range of probation duties and is expected to rotate to any generalist assignment within the department. The ideal candidates will possess skills and qualities that enables them to promote the mission and vision of the department. Commitment to public service, creating equitable opportunities for success and supporting the wellbeing of those we serve is essential. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

## SUMMARY OF QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Equivalent to completion of a bachelor's degree from an accredited four-year college or university in psychology, sociology, social services, humanities, criminal justice or a related field **OR** two years of experience performing duties comparable to those of Probation Aide in Santa Cruz County.

## SPECIAL REQUIREMENTS: LICENSE/CERTIFICATE:

Possess a valid California Class C Driver License; complete mandated Standards and Training for Corrections Program requirements. **Background Investigation:** Ability to pass a full background investigation to meet provisions of Government Code 1029, 1029.1 and 1031. **Special Working Conditions:** All assignments: Exposure to the possibility of bodily injury; potentially hostile clients; heights of up to 12 feet, such as climbing ladders; dust and pollens; offensive odors; infections which might cause chronic disease or death; and insect bites. Work Furlough assignment: Exposure to high levels of noise; moving machinery; toxins; and chemical irritants.

**Other Special Working Requirements:** Must be a citizen of the United States or a permanent resident alien who has applied for citizenship at least one year prior to application for employment in accordance with Section 1031.5 of the Government Code; availability to work a flexible schedule, including evening, weekends, holidays and on an emergency, as needed basis.

### **KNOWLEDGE:**

Working knowledge of fundamental principles of human behavior and psychology; and interviewing and investigative techniques. Some knowledge of the principles of penology as they affect persons in legal custody; social, economic and psychological forces that affect behavior; community and governmental resources available for probationers; office procedures, practices and record-keeping systems; and the functions and services of a probation department.

### **ABILITY TO:**

Learn and apply principles and practices of probation work and casework experience; interview persons from diverse socio-economic, cultural and educational backgrounds and obtain confidential information; gather and analyze investigative materials, exercise sound judgment in the assessment of family and personal problems, and weigh and determine the truth and importance of statements of evidence; assess, through observation, the possible presence of substance abuse or mental health problems, and make the appropriate referrals; make realistic and suitable casework recommendations about the lives of detainees and probationers with a lens of equity; understand, interpret, explain and apply Federal and State laws and county ordinances, policies and procedures; work well under considerable pressure of deadlines, heavy workload and with upset, antagonistic or manipulative detainees, probationers and their families; manage assigned caseload and establish caseload priorities to meet legal and departmental requirements; use computer and word processing programs to prepare reports; learn to use computer case management system; effectively utilize community resources; learn to use dictating equipment, physical restraints, drug testing devices, and radios; write clear, concise and objective reports in which conclusions and recommendations are adequately supported; orally present and explain facts and situations effectively; prepare and maintain accurate records, case files and statistical reports; lift items weighing up to 35 pounds from the floor, such as bins containing file folders; learn to input, access and analyze data using a computer; perform the full range of generalist duties with considerable skill, initiative and professional judgment; diffuse potentially volatile situations; establish and maintain cooperative working relationships with judges, detainees, clients, law enforcement personnel, Mental Health employees, and others contacted in the course of business; learn to read criminal history sheets, from a variety of sources such as the FBI, DMV, and state and local law enforcement agencies; work independently with little supervision; work in locked facilities; push and pull heavy doors to gain access to locked facilities; and distinguish mechanical sounds such as warning alarms and low volume conversations in a noisy environment.





Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

### **THE COMMUNITY:**

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

### **THE EXAMINATION:**

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

### **HOW TO APPLY:**

Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

## SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. List any college level course you have completed in psychology, criminology, sociology, social services or a closely related field and how the knowledge will support your role as a Probation Officer. Be sure to include the course title, name of college, number of units, and whether quarter or semester units as well as related internship or volunteer experience.
2. Please provide a detailed description of your experience contributing to positive outcomes in Casework or Human Services roles. In your response, highlight the specific actions and efforts you took to achieve those outcomes. You may also include relevant volunteer or internship experience.

## HIGHLIGHTED BENEFIT OFFERINGS:

### *Medical, Dental, and Vision*

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

### *Retirement and Social Security*

Pension formula 2% at age 50 or 2.7% at age 57 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County pays a portion of retirement contribution.

### *Life Insurance and Long-Term Disability Plan*

County paid \$20,000 term life insurance policy. Employees may purchase additional life insurance. Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

### *Paid Leave*

Twenty-two days of vacation and/or sick leave allotted per year, increasing to 37 days per year after 15 years of service. The County observes 14 paid holidays per year.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.