

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## PROBATION AIDE

Bilingual (English/Spanish) Candidates  
Encouraged to Apply

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-SU2-01

Salary: \$5,566 – 7,037 / Month

Closing Date: Friday, April 26, 2024



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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under supervision, investigate and make recommendations on a limited range of probation cases involving juveniles and adults; assist in the monitoring or supervision of justice involved populations; and perform other work as required. The ideal candidates will possess emerging leadership skills and qualities that enables them to promote the mission and vision of the department and works in alignment with staff and management to provide those we serve with equitable opportunities for success. Commitment to public service and promoting 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.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Completion of 60 units from an accredited college or university with coursework in psychology, sociology, criminal justice, social work or other behavioral science.

**OR**

Two years of experience involving the supervision, care or leadership of juveniles or adults.

**Special Requirements, Conditions: License Requirement:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation that is approved by the appointing authority.



**Background Investigation:** Ability to pass a full background investigation. **Special Working Conditions:** Exposure to: infections which might cause chronic disease or death; and potentially hostile persons.

**Knowledge:** Some knowledge of basic human behavior and evidence based practices as well as causes of delinquency and crime; and basic interviewing principles and techniques.

**Ability to:** Learn and apply the principles and practices of probation work and casework techniques; interview persons from diverse socio-economic, cultural and educational backgrounds and obtain confidential information in a persistent, tactful and courteous manner; learn and apply Federal and State laws and County ordinances affecting probation; use sound judgment to assess problems and reach logical conclusions; write clear, concise and objective reports; establish and maintain effective working relationships with others; gather and analyze investigative materials; orally present and explain facts and situations clearly; learn to manage assigned caseload and to establish caseload priorities to meet legal and departmental requirements; learn to use community resources; learn to operate a drug-testing machine; prepare and maintain accurate records, case files and statistical reports; learn to input, access and analyze data using a computer; and lift items weighing up to 40 pounds, such as boxes of computer paper from a vehicle.

**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 Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**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.

## **PROBATION AIDE – SUPPLEMENTAL QUESTIONNAIRE**

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 question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. List any coursework you have completed in psychology, sociology, criminal justice, social work or other behavioral science. For each course, list course title, school, number of units and type of unit (semester or quarter).
2. Describe any experience you have in casework or human services. Include your volunteer or internship experience.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 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 participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

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

**County of Santa Cruz**

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

**LIVE Here**

**WORK Here**

**PLAY Here**