



MODOC COUNTY PROBATION DEPARTMENT

326 South Main Street - Alturas, California 96101

(530) 233-6324 - FAX (530) 233-6363

Chief Probation Officer Stephen Svetich



ASSISTANT CHIEF PROBATION OFFICER

OPEN UNTIL FILLED

SALARY RANGE (A-F):

371 (Step A-F \$6,207-\$7,921)

The Assistant Chief Probation Officer reports to directly to the Chief Probation Officer, and has, under the Chief Probation Officer's general guidance, executive decision-making authority and administrative responsibility for the operation of the Probation Department. The Assistant Chief Probation Officer will function as the main administrative officer for the department, responsible for training and oversight of all other employees, and must be capable of assuming full administrative responsibility in the event the Chief Probation Officer is not available. Incumbents are expected to be able to perform and exercise supervision over the most complex aspects of professional probation work, and to train others in how to perform those tasks.

EDUCATION AND EXPERIENCE:

Any combination of education and experience/training that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Equivalent to a graduation from a four-year college or University with a bachelor's degree in criminal justice, psychology, sociology, behavioral sciences, or a closely related field is desirable.

Five (5) years of experience performing professional probation work comparable to a Deputy Probation Officer III with Modoc County, including at least two (2) years at the level of Supervising Deputy Probation Officer, or a combination of probation work and a related field such as Social Services or law enforcement, including at least two (2) years at a supervisory level.

Modoc County is an Equal Employment Opportunity Employer.

Employment packets are available at Probation or online.

To apply please provide the following documents:

- a. Cover Letter
- b. Employment application
- c. Resume
- d. 3-5 references