

SANTA CLARA COUNTY PROBATION DEPARTMENT

James Ranch

Extra-Help Probation Counselor I, Probation Assistant I

Application Packet



Probation Counselor I – Required Documents:

- County of Santa Clara Job Application
- Proof of Citizenship: Birth Certificate, or US Passport, or Certificate of Naturalization with Verification of Application for Citizenship
- Social Security Card
- High School Diploma – Official Transcript (sealed)
- Bachelor’s Degree – Official Transcripts for All Colleges Attended (sealed)
- Current California Driver’s License
- Current DMV K4 Printout dated within 30 days from date of submission
- Proof of Current Auto Insurance Coverage (applicant must be listed as the insured)
- Adult/Child/Infant CPR and First Aid Card (on-line certifications will not be accepted)
- Personal History Statement (completed and dated within 30 days from submission date)

Probation Assistant I – Required Documents:

- County of Santa Clara Job Application
- Proof of Citizenship: Birth Certificate, or US Passport, or Certificate of Naturalization with Verification of Application for Citizenship
- Social Security Card
- Official High School and College Transcripts for All Institutions Attended): 60 Semester or 90 Quarter Units (sealed)
- Current California Driver’s License
- Current DMV K4 Printout dated within 30 days from date of submission
- Proof of Current Auto Insurance Coverage (applicant must be listed as the insured)
- Adult/Child/Infant CPR and First Aid Card (on-line certifications will not be accepted)
- Personal History Statement – Peace Officer (completed and dated within 30 days from submission date)

***Qualified applicants must successfully pass a complete background investigation, including fingerprints, a psychological evaluation, and a medical exam.**

Disqualifications:

1. Any conviction with elements of violence
2. Under the age of 21

Applications and documents must be personally delivered by the applicant. Do not mail!

Please call to schedule an interview only after you have completed all paperwork and have possession of the required documents listed above!

William F. James Boys' Ranch
19050 Malaguerra Avenue
Morgan Hill, CA 95037
Supervising Probation Counselor:
Kim Lychak (408) 201-7600

APPLICANT: _____

CLASSIFICATION: **Extra-Help
Probation Counselor
Probation Assistant** _____

SUBMITTED BY: _____
PM or Supervising Probation Counselor

DATE: _____

CLEARED BACKGROUND: _____
Background Analyst

DATE: _____

APPROVED FOR HIRE: _____
Personnel Manager

DATE: _____