

## Frequently Asked Questions

### **How do I apply for this position?**

When the position is open for recruitment, you can either fill out an online application found at <http://www.sbcounty.gov/hr/>, or you may fill out a paper application at the Human Resource's office located in San Bernardino or Victorville. You may also request a recruitment packet, with the application and information, from the Probation Recruiter by emailing [recruiter@prob.sbcounty.gov](mailto:recruiter@prob.sbcounty.gov) or calling (909) 387-6118.

### **What happens after I apply?**

After you submit an application, you will be notified via email or mail approximately two (2) weeks after the recruitment closes that your application has been received and your status.

### **What does the written test cover, and is there a study guide for this position?**

The Corrections Standards Authority (formerly the Board of Corrections) has developed a Standards and Training for Corrections Unit that guides local probation agencies in requiring uniform, consistent expectations from recruits. As such, the following study guides may be useful:

The California CSA Candidate Orientation Booklet for the **Juvenile Corrections Officer** examination is available at:  
[http://www.bscc.ca.gov/download.php?f=/JCO\\_Candidate\\_Orientation\\_Booklet\\_2008.pdf](http://www.bscc.ca.gov/download.php?f=/JCO_Candidate_Orientation_Booklet_2008.pdf).

The California CSA Candidate Orientation Booklet for the **Probation Officer** Exam is available at:  
[http://www.bscc.ca.gov/download.php?f=/PO\\_Candidate\\_Orientation\\_Booklet\\_2008.pdf](http://www.bscc.ca.gov/download.php?f=/PO_Candidate_Orientation_Booklet_2008.pdf)

### **Where are the juvenile detention centers located?**

There are 3 juvenile detention and assessment centers, located in San Bernardino, Rancho Cucamonga and Apple Valley. You can indicate which location you are interested in working on the application.

### **If I have a Felony conviction, can I apply for this position?**

No, applicants must not have been convicted of a felony in order to be eligible for this position.

### **Do I have to carry a firearm, if hired as a Probation Officer?**

Yes, this is a requirement of the position that cannot be waived.

**If I have a Misdemeanor Conviction, can I apply from this position?**

It depends on the type of misdemeanor conviction, how long ago it occurred and how many you have.

**If I'm on probation, can I apply for this position?**

No. Applicants must not currently be (or have been within the last year) on court ordered probation.

**Do I need to be a U.S. Citizen to apply for this position?**

Applicants must be a U. S. citizen or must be a permanent resident alien who qualifies for and has filed for citizenship by date of application.

**What happens after I take the written test?**

After you take the written test, you will receive a notice regarding your score via email or mail. This usually takes 3 – 5 weeks from the date you tested. After a list of eligible candidates is created, the Probation Department will invite candidates via mail to participate in an interview and a Physical Agilities test. The department will invite the top scoring candidates to come in first, and then continue to work through the list.

**How long does the process take before you can get hired?**

There are many factors that can influence the amount of time it takes to get hired, but on average, it takes 4 to 6 months from the date of application.

**What if I don't pass the written examination?**

If you do not pass the written examination, you may reapply 5 months from the date that you first applied.

**Do classes I am currently taking count towards the education requirement?**

No. All coursework must be completed by the application deadline in order to count towards meeting the education requirements.

**Can I still apply if I have no experience?**

Yes. However, you must meet one of the education requirements.

**How can I tell if my college or university is accredited?**

Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. You can also check to see if your coursework is accredited by visiting: <http://ope.ed.gov/accreditation/Search.aspx>.