

## **Probation Officers B Designation of Work Hours**

Directive #39-61  
Issued by:

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Administrative Director

It has recently come to our attention that in submitting Civil Service appointment forms for probation officers some counties have indicated a specific number of hours per week (in one instance only 30 hours) as the regular schedule of work.

As a matter of fact, probation officers must be expected to work, within reason, as many hours as may be necessary to accomplish their duties. A specific limitation on or designation of the hours to be worked, particularly if it is less than that worked by many persons in private professional employment, is not consistent either with the nature of the duties to be performed or with the efforts that have and are being made to increase salary levels. It is suggested therefore that in requesting Civil Service examinations for probation officers, each county court indicate that there is no fixed schedule of hours and that the CS-6 form show NFS on line 15.

The Department of Civil Service, at our request, is instructing their regional offices to require the signature of a Superior Court judge or the chief probation officer on behalf of the court in the space designated for the signature of the appointment authority on SC-6 forms.

### **EDITOR-S NOTE**

The only change has been the substitution of Superior Court judge for the former county court judge in the third paragraph to conform to the 1978 constitutional amendment.