

**SUPERIOR COURT OF THE STATE OF ARIZONA IN AND FOR THE COUNTY OF MOHAVE  
PROBATION DEPARTMENT APPLICANT INFORMATION SHEET**

**About the Selection Process:**

The employment selection process with the Mohave County Probation Department is thorough and comprehensive. As representatives of the Court, and being endowed with public trust, the Superior Court Probation staff must be of the highest integrity and above reproach in appearance as well as fact.

Superior Court Probation employees must live within the standards of personal conduct and behavior established by law and within the philosophy of the Court. It is an obvious contradiction for probation staff to have responsibilities toward the enforcement of laws and Court orders and yet live outside the law themselves. Stringent personal standards are also necessary to assure the highest level of protection to the people we serve and their families.

To have your name placed on a hiring register for employment consideration by the Superior Court Probation Department, you must successfully complete each phase of the selection process as outlined below.

**Phase I**

1. Submit all applicant materials as specified in the job announcement, including but not limited to a Superior Court Employment Application.
2. Initial screening of applicant materials.
3. Structured Oral Board Interview.

**Phase II**

1. **Employment Qualification Review** includes but is not limited to verification of education requirements for the position applied for, verification of current and past employment, and checking of personal and professional references provided.
2. **Character and Fitness Investigation** includes but is not limited to fingerprinting, a criminal history records check through the Arizona Criminal Justice Information System (ACJIS) and the national criminal information database; Department of Child Safety (DCS) Central Registry check, and a driving records check through the Motor Vehicle Division (MVD) of the Arizona Department of Transportation and/or other previous state(s) of residence.
3. **Recommendations for hire:** All information is reviewed and hiring recommendations are made to the Chief Probation Officer or Director of Juvenile Court Services for approval. A tentative offer of employment will be made to candidates for Deputy Probation Officer, Surveillance Officer, and Juvenile Detention Officer contingent upon the candidate's successful completion of a polygraph, psychological evaluation, and drug/breath alcohol screen.

Applicants remain active in the process until they: 1) Are appointed to a position, 2) Have been removed or disqualified from further processing and consideration, or 3) Withdraw their application.

**Disqualifications**

Since employees of the Probation Department must be of the highest integrity and beyond suspicion, personal behaviors which are in conflict with the law and past history of criminal convictions can result in an applicant being disqualified for consideration. Disqualifications will occur when it is found that an applicant:

- Has made false statements of material fact in the application or during the selection process
- Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in the appointment to a position in the Court services
- Has been convicted for a sex offense, engaging in immoral or illicit business activity or who has a chronic offense pattern
- Is known to engage in behavior which is in conflict with the law, philosophy or goals of the court or which would place the individual or Court in a position of compromise, embarrassment, undue criticism or loss of public credibility

**Disqualifications continued:**

- Has used any illegal narcotics or drugs within 12 months of the date of application
- Has been disciplined for the use of alcohol or cannabis/marijuana during previous employment
- Has ever sold, produced, manufactured, cultivated or transported any illegal substance or drug
- Has ever engaged in illegal sex acts

**Past criminal history disqualifications for all positions:**

1. Conviction of any crime involving the use of narcotics or habit forming drugs/or the trafficking in narcotics or dangerous drugs
2. Conviction of other than minor traffic offenses as an adult, and:
  - a. Is presently under formal supervision, probation or parole, or
  - b. Less than 5 years have elapsed between the date of release from formal supervision and the date of application, or
  - c. Less than 5 years have elapsed between the date of offense and the date of application for the work if the person is not formally placed under supervision
3. Was adjudicated delinquent as a juvenile and:
  - a. Less than 3 years have elapsed between the date of delinquency and the date of the application if the person was not formally placed under supervision, or
  - b. Less than 3 years have elapsed between the date of release from supervision and the date of the application.

**Additional disqualifications for officer and safety sensitive positions:** (Deputy Probation Officer, Probation Surveillance Officer, Juvenile Detention Officer):

1. The applicant is awaiting trial for or has been convicted of a felony offense in Arizona or a similar offense in another state or jurisdiction whether or not the conviction was sealed or expunged.
2. The applicant is awaiting trial or has been convicted of or admitted committing any offense listed in A.R.S. § 8-203.01 or a similar offense in another state or jurisdiction whether or not the conviction has been sealed or expunged.
3. The applicant is awaiting trial, or has been convicted of the following misdemeanor criminal offenses in Arizona or similar offenses in another state or jurisdiction:
  - a. A violent misdemeanor offense, including an offense that involves domestic violence; or
  - b. A DUI within the last 36 months, or more than one DUI; or
  - c. More than one offense while legally under the influence (impaired to the slightest degree) within 36 months.
4. The applicant sold, produced, manufactured, cultivated or transported any illegal substance or drug.
5. The applicant used any illegal substance including cannabis/marijuana while employed as a probation officer or in a position with peace officer status.
6. The applicant has been disciplined for more than one incident for use of alcohol or cannabis/marijuana during previous employment.
7. The applicant has been dishonorably discharged from the United States Armed Forces.
8. The Mohave County Probation Department will consider a disqualified applicant's request for an exception to disqualification under subsection 1-7 above for any matter disclosed in the application, including, but not limited to:
  - a. The circumstance of the offense.
  - b. The age of the applicant at the time of conviction, adjudication or occurrence.
  - c. The degree of violence and injury or property damage.
  - d. The applicant's record since the conviction, adjudication or occurrence; and
  - e. The applicant's qualifications for the particular position sought.

Other areas which are seen to be in conflict with the philosophy of the Court and the laws of the State of Arizona will be carefully reviewed at the time of processing.

The Superior Court Probation Department is an equal opportunity employer and will seek, employ, and promote the best qualified employees and applicants without regard to race, religion, color, age, sex, national origin, or physical or mental disabilities.

*Alan Palomino*  
*Chief Probation Officer*

*Joshua Frisby*  
*Director, Juvenile Court Services*