



TEHAMA COUNTY PROBATION DEPARTMENT

Chief Probation Officer, Pamela Gonzalez
P.O. Box 99, Red Bluff, CA 96080



February 26, 2025

Re: Request for a Legal Secretary Supervisor position

This memo serves as justification for adding a Legal Secretary Supervisor position to our department's position allocation list.

Historically, our department had a dedicated Office Assistant Supervisor who managed our clerical staff, ensuring their responsibilities were performed as needed by our officers and the Court. Several years ago, the Office Assistant Supervisor position was eliminated due to County budget constraints. This decision, while financially necessary at the time, had significant repercussions for our department.

The absence of a dedicated supervisor for our clerical staff resulted in the redistribution of supervisory duties to our Office Manager. Consequently, our Office Manager's workload increased substantially, leading to challenges in balancing clerical supervision with essential department-wide responsibilities and higher-level administrative functions.

Our concern with the current structure is overburdening our Office Manager by requiring them to perform two jobs. The addition of a Legal Secretary Supervisor position will provide numerous benefits to our department. These include enhanced supervision of clerical staff and making existing positions more manageable while reducing the risk of burnout.

After consultation with the Peace Officers' Association, we have agreed to eliminate one Deputy Probation Officer I/II position from our PAL to fully fund this position and fulfill this department need. There is no additional financial impact on the General Fund.

In conclusion, adding the Legal Secretary Supervisor position is essential for the optimal functioning of our department. By addressing the current challenges and leveraging the benefits outlined above, we can ensure a more efficient, supportive, and productive work environment for all staff members.

Thank you for considering this proposal. I am confident that adding this position will significantly contribute to the long-term success and stability of our department."

Sincerely,

PAMELA GONZALEZ

Adult Probation Office: 1840 Walnut Street, Red Bluff, CA 96080 – P: (530) 527-4052 – F: (530) 527-1579

Juvenile Justice Center: 1790 Walnut Street, Red Bluff, CA 96080 – P: (530) 527-5380 – F: (530) 527-2717

Day Reporting Center: 780 Antelope Boulevard, Red Bluff, CA 96080 – P: (530) 527-4048 – F: (530) 527-4021



Chief Probation Officer