

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Umatilla County Community Justice Department

PROGRAM: Community Corrections

SUBJECT: Bookkeeper Position.

<p>Background:</p> <ul style="list-style-type: none"> • On October 3rd, 2018 the Board of County Commissioners approved the Community Corrections division to recruit and hire a .5 FTE Bookkeeper. • Recruitment of a .5 FTE has not been successful and it is believed that the Department would benefit by expanding this position to a full time position. In addition, we have evaluated the duties and believe the full time position is what would best meet the needs of the Department. • Funds are available in 1527-51000. 	<p>(X) <u>ACTION REQUESTED:</u></p> <p>It is respectfully requested that Umatilla County Community Justice be allowed to expand the approval granted on 10/3/18 and to recruit and hire one full time bookkeeper position. Pay range is as previously reported.</p>
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ATTACHMENTS: previous Board action request related.

Date: (12/6/18)

Submitted By: (Dale Primmer)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: _ December 19, 2018

Action taken:

Follow-up:

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Umatilla County Community Justice Department

PROGRAM: Community Corrections

SUBJECT: .5 FTE Community Corrections Bookkeeper.

<p>Background:</p> <ul style="list-style-type: none"> • Since the budget reductions of 2009/10 Community Corrections has gone without a bookkeeper position. The results of which have to take those duties and spread them around multiple office assistants and Office Manager. The duties associated continue to grow and have become more than existing staff can keep up with. Therefore it is requested that the Community Corrections Division receive permission to recruit and hire a ½ time position for the Bookkeeper role. This is pay range 20 position and will be provided for out of Budget 1527-51000. 	<p>(X) <u>ACTION REQUESTED:</u></p> <p>It is respectfully requested that Umatilla County Community Justice, Community Corrections Division be approved to recruit and hire a .5 FTE in the Bookkeeper position.</p>
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ATTACHMENTS: Bookkeeper position description

Date: (9/19/18)

Submitted By: (Dale Primmer)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: October 3, 2018

Action taken:

Follow-up:

UMATILLA COUNTY POSITION DESCRIPTION

Department: Community Justice – Community Corrections

Employee Name:

Position Title: Community Corrections Clerk/Bookkeeper

Job Series: Sheriff -OPEU Salary Range:

Union Covered: Yes BOLI Exempt: No

*Range 20 - probation wage - 2,717
post probation - 3,234 (Full Time)*
GENERAL DESCRIPTION OF DESCRIPTION

Primary duties include insuring the correct maintenance of the accounting system for offender expenses such as preparation of billing statements, entering payments and charges, preparing and reconciling reports, and preparing and making deposits. This position will be responsible for the maintenance and accounting of the Electronic Surveillance Program, Community Service Program, Supervision Fees, Accounts Payable, and all other general accounting duties. This position also provides administrative clerical aid for the Community Corrections Division. The employee in this positions works under the direction and guidance of the Office Manager of Community Corrections.

SUPERVISORY RELATIONSHIPS

Employees in these positions report to the Community Corrections. They may receive direction and training from the Operations Manager and Director. They work in close association with other County Community Corrections Staff.

FOR HUMAN RESOURCE USE ONLY

Position Number: _____

Position Approved BCC: _____

Position reviewed: _____

Provided to Employee:

Employee=s Signature/Date

PRINCIPAL DUTIES OF POSITION

1. Computer and data entry utilizing various specialized software packages including the AS/400, Quick books, WordPerfect, and Windows.
2. General accounting for supervision fees, community service, day reporting, electronic surveillance, accounts payable, and other general accounting duties. Accounting includes detailed billing of offenders and collections.
3. Assist Probation Officers, Office Manager, Operations Manager, and Director.
4. Initiates intake process on new offenders. This includes requesting court orders, police reports, criminal history, and personal history.
5. Maintain offender files.
6. Operate law enforcement data system (LEDS) to retrieve offender information and file as necessary. LEDS representative to assist employees with LEDS operation and certification.
7. Transcribe presentence investigations, chronological reports, and other reports.
8. Open and distribute mail, provide courier service.
9. Open and closure of offender files as it relates to probation, parole, post prison supervision, and electronic surveillance cases.
10. Notary duties.

OTHER DUTIES OF POSITION

Participate in training. Attend Departmental meetings. Interact with other members of the criminal justice and treatment communities. Assist Parole and Probation Officers as necessary. Operate computers and specialized software. When needed, Receptionist duties of front office include greeting and gathering information from offenders, accepting payments, and issuing receipts, and answering telephones. This involves daily contact with high and low risk offenders in the front office area. Perform other duties as assigned.

REQUIREMENTS FOR POSITION

High School Diploma/GED and minimum of two years of responsible clerical experience including one year of experience in bookkeeping. Certification of LEDS required after hire. Demonstrated knowledge and skillful use of computers and software including accounting software packages and word processing packages. Demonstrated ability to work with a diverse group of people, including sometimes, extremely angry and emotional offenders, under strict time constraints. Must be able to work with confidential information and perform as a team member with minimal supervision. Prior corrections experience and knowledge of criminal justice system preferred. Bilingual (English-Spanish) preferred. Excellent written and oral communication skills. All applicants for this position will be subject to an extensive background. Must possess a valid driver license.