

UMATILLA COUNTY POSITION DESCRIPTION

Department: Community Justice Department
Employee Name:
Position Title: Parole and Probation Officer I
Job Series: CC-UCLEA Salary Range:
Union Covered: Yes BOLI Exempt: No

GENERAL DESCRIPTION OF DESCRIPTION

Provide supervisory and investigative services to adult offenders placed on supervision by releasing authorities to reduce risk of criminal conduct through community supervision, sanctions, counseling, adjustment, rehabilitation and other services to manage offender behavior and elicit positive offender response. The employee will work independently with minimal supervision. Employees are expected to demonstrate a high level of commitment, professionalism and responsibility. Employees are expected to demonstrate effective participation as outlined within the Umatilla County Community Justice Department Team Rules (attached). They may be required to work weekends or nights.

SUPERVISORY RELATIONSHIPS

The employee in this position reports to the Parole and Probation Officer Supervisor and/or Community Justice Director. They work in close association with both state and county community corrections staff. They coordinate and supervise adult offenders on probation and/or parole.

FOR HUMAN RESOURCE USE ONLY

Position Number: _____
Position Approved BCC: _____
Position reviewed: _____

Provided to Employee:
Employee's Signature/Date

ESSENTIAL FUNCTIONS OF POSITION

Develop supervision plan with offender. Assess, counsel and refer to appropriate community services. Arrange for financial needs and schedule polygraph as necessary. Create programs, provide alternative behavior models, and facilitate classes that teach concept and processes such as relapse prevention, setting and achieving goals, educational programs, etc. Demonstrate effective motivational interviewing techniques. Demonstrate effective criminogenic needs assessments and apply indicated case plans.

Make home, employment, office, field, jail and collateral contacts with offender to ensure compliance with conditions of release. Conduct searches, take samples, etc. Impose sanctions as appropriate. Coordinate with treatment/service providers and criminal justice system.

Investigate and prepare pre-sentence reports for the Court which include personal, criminal, medical, mental, employment and financial history of offender. Make recommendations to the Court regarding sentencing. Reports will also include: violation, modification, early termination, interstate compact, etc.

Maintain records and prepare reports on activities, cases and contacts. Submit reports to appropriate agency or organizational unit. Ensure that confidentiality of offenders is maintained when appropriate.

Participate in Court proceedings and hearings process. Provide information as requested.

Arrest, transport, search offenders as required. Defend oneself and others.

Employees may be assigned specialty case load assignments such as sex offender, domestic violence, PSI writer, 1145 officer, etc.

Follow all safety rules and procedures established for work areas.

AUXILIARY FUNCTIONS OF POSITION

Maintain and safeguard all department-issued equipment. Maintain proficiency in job skills by attending various training seminars, meetings and conferences. Increase knowledge and subject matter expertise through ongoing reading of articles, publications, white papers and books. Maintain work areas in a clean, orderly and professional manner.

JOB QUALIFICATION REQUIREMENTS

MANDATORY QUALIFICATION REQUIREMENTS: Broad knowledge of adult behavior and adjustment problems and related treatment methods, probation practices and philosophy, the laws and regulations governing the operation of adult probation programs and the criminal justice system. Four years of experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal or social problems. Or a Bachelors degree in behavioral science or a related field with major course work in behavioral science and one years experience. Or an associates degree in social services, such as Mental Health, Human Services, or

Social Science and two years experience. Must have Department of Public Safety Standards and Training basic certification within eighteen months from the date of hire. Possession of a valid driver's license with acceptable driving record. Selected applicant must successfully complete a department approved psychological evaluation including a recommendation for employment from the evaluator.

DESIRABLE QUALIFICATIONS

Bi-lingual in English/Spanish.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 40 pounds on an infrequent basis. The employee may be required to move and physically control adults on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

WORKING CONDITIONS

The majority of the work period occurs in usual office conditions. Work locations include all types of indoor environments and outdoor work environments by travel to and from the office and offender residences within the community. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Employee is subject to 24-hour emergency call-back and must be available at all times of the day, including weekends and holidays.

SUPERVISORY RESPONSIBILITY

Supervision of other employees is not a typical function assigned to this position; however, this position may provide training and orientation to newly assigned personnel on department policies and practices.

UMATILLA COUNTY COMMUNITY CORRECTIONS DEPARTMENT TEAM RULES

So that everyone may maintain focus on the highest quality public safety services in Umatilla County, we are each committed to fostering an effective, safe environment within which to work. We require the following from all that choose to be a member of the Community Corrections Department:

- Avoids triangulation (does not talk about others behind their back or second guess the decisions of others, nor do effective team members listen to anyone else talk about a team member behind their back or second guess their decisions)
- Always steps in to help; sees a job and does it.
- Is honest-steps up to state their opinion
- Is truthful-relies on facts rather than on gossip or rumors
- Proposes solutions, not just problems
- Listens
- Is open to criticism; accepts coaching
- Leads by positive, effective example (Practice what you preach)
- Maintains a positive attitude
- Is willing to do the same work they ask others to do
- Comes to work prepared for the job
- Shares knowledge with others
- Asks for help
- Accepts help
- Offers to help
- Wants to be here-shows up on time, has a positive attitude and demonstrates enthusiasm
- Takes pride in their appearance
- Has good communication skills- listens, makes eye contact, others respond positively to his/her comments, asks questions, doesn't interrupt
- Takes on responsibility
- Is loyal (doesn't speak ill of ht agency or others, performs high quality work)
- Shows Professionalism (appearance, pride in work, quality work, attitude, and consistency of behavior, behavior that reflects well on the agency.
- Respects others
- Takes ownership
- Conformity- dresses properly, is consistent in the quality of work, uses the same policies, procedures, systems, ways of enforcing laws
- Knows the job
- Does the job
- Decentralizes decision-making authority as deeply into the organization as possible
- Initiates and accepts personal education and development
- Solicits and is willing to accept different points of view
- Consistently demonstrates effective use of available resources before personal interests
- Utilizes the chain-of-command in an effective manner