

JOB DESCRIPTION: **CASE AIDE**

DATE: 07/09/2014

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	223
SUPERVISOR:	Community Justice Dir.	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Provide support and services to parole and probation officers in a wide range of areas, including case monitoring of persons on low level probation and preparation of case reports. Manage a low-risk offenders caseload under the direction of a parole and probation officer. This position assists professional staff by performing a variety of routine, non-sworn support duties. Do related work as required. This position is distinguished from the Parole/Probation Officer in that the latter are sworn peace officers who make arrests, conduct searches and perform independent case investigations and assessments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Received client referrals from law enforcement or collateral agencies regarding clients and initiate reviews and comparison of a variety of records for accuracy and/or consistency.

Enter, inquire and extract data from law enforcement computer systems. Review client's progress, additional arrests, and/or adherence to program expectations and legal requirements while on probation.

Assist in transporting clients. Monitor and transport clients in non-custodial programs.

Provide verbal and written feedback and information to sworn staff. Provide standard administrative instructions and information to individuals. Interview detainees to gather basic information and data.

Log information such as contacts, services provided, and resources used. Monitor and report regarding client's progress including but not limited to adherence to rules of established agreements.

Assist clients in completing necessary forms and paperwork. Photograph and fingerprint clients as directed by sworn staff.

Collect urinalysis and DNA specimens from clients as directed by sworn staff.

Make computer inquiries and accurate data entries into DOCS and other automated law enforcement systems. Track case progress.

Prepare routine correspondence and documents. Maintain and update files on pre-formatted computerized screens.

Attend court hearings, as directed.

Assist offenders in locating, applying for, and retaining employment.

Assist in the facilitation of group sessions.

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Assist sworn staff in obtaining case, background, victim impact and other collateral information. Complete community service intakes as ordered by releasing authorities. Explain conditions and obligations of community service. Maintain accurate records of accomplished work and prepare related reports.

Participate in mandated and optional training opportunities. Attend meetings related to correctional issues as requested.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Lead Probation Officer and/or the Director of Community Justice who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's degree in criminal justice, behavioral science or related field. One year work experience in the corrections or criminal justice field which has included offender or public contact. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**DESIRABLE QUALIFICATIONS:** College level course work in criminal justice, sociology, psychology or a related field.

**KNOWLEDGE, SKILL AND ABILITY:** Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions. Knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and assisting in physically restraining angry and hostile adults.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with adult offenders; interact to diffuse offender aggression. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, assisting in making home, employment and other offender contacts, often in remote areas.