

# Columbia County

## Employment Opportunity

Civil Service Commission

230 Strand, St. Helens, OR 97051

Phone: (503)397-3874  
[www.co.columbia.or.us](http://www.co.columbia.or.us)

September 26, 2017

**POSITION:** **PAROLE AND PROBATION OFFICER I/II.** This position is full-time, Civil Service and union represented.

**ANNOUNCEMENT #:** 17-224/5                      **DEPARTMENT:** Community Justice - Adult Division

**SALARY:** \$3,830-\$4,883 - Parole/Probation Officer I; \$4,455-\$5,659 - Parole/Probation Officer II. Plus 2.5% for Intermediate DPSST certification or 5% for Advanced DPSST Certification.

**CLOSING:** **OCTOBER 16, 2017.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

**PLEASE NOTE:** This recruitment is open to applicants who meet the requirements below and will be used to fill any current vacancy and any vacancies that **may** occur in the next twelve months. You will be notified whether or not your application was accepted approximately two weeks after the closing date. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

**DUTIES:** Perform professional corrections casework investigating and supervising misdemeanor and felony offenders, and conditional release offenders under the jurisdiction of the County Community Corrections Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change.

**TO QUALIFY:** Bachelor's degree in behavioral science or related field. PO I: Two years work experience in the corrections or criminal justice field which has included offender or public contact. PO II: Four years work experience in the corrections or criminal justice field including at least two years specific experience performing case work with offenders. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

**SPECIAL NECESSARY REQUIREMENTS:** Possession of, or ability to obtain within six (PO I)/three (PO II) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within one (1) year of employment, DPSST certification as a Parole Officer. Preference will be given for current possession of either certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability insurance coverage.

**APPLICATIONS:** Columbia County Civil Service applications are mandatory. The application form must be filled out completely for consideration and the instructions online followed correctly. Incomplete or unsigned applications will not be accepted. Complete the application online and email to [HRJobs@co.columbia.or.us](mailto:HRJobs@co.columbia.or.us)

**An Equal Opportunity Employer (a copy of the County's EEOP is on the web site listed above)**