

JOB DESCRIPTION: LEAD PAROLE AND PROBATION OFFICER

DATE: 07/01/2012

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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Community Justice | CLASSIFICATION: | 226 |
| SUPERVISOR: | Community Justice Dir. | SALARY RANGE: | 27 |
| UNION (Y/N): | No | LOCAL: | NA |

GENERAL STATEMENT OF DUTIES: Supervise Parole/Probation Officers in Department. Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Corrections Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Do related work as required.

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

Supervise Parole/Probation Officers in the Department, including assigning and reviewing work, evaluating performance, training and recommending appropriate corrective and disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Review and oversee staff casework reports for thoroughness and adherence to department procedures and goals. Review recommendations prepared for courts, law enforcement agencies, and social service agencies.

Participate in the development of probation and parole programs; work with management and other services providers to develop community corrections programs.

Supervise a caseload of adult felony and misdemeanor offenders on probation or parole in the community.

Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority.

Make home, employment, office, field, jail and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system.

Conduct body searches, monitor and or take bodily substances for testing, i.e., urinalysis, breathalyser, etc.

Make decision to arrest offenders in accordance with departmental rules and procedures. Set up and conduct arrest. Transport offenders as necessary..

Prepare supervision plan, risk assessment and needs assessment.

Prepare reports as follows: Presentence Investigations, violation, modification and special information reports, unusual incident, early termination, Interstate Compact, Post Prison, Pre-

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Parole, Transfer, etc. Submit reports including appropriate recommendations.

Maintain data and program evaluation.

Testify in court or before the Grand Jury. Participate in Morrisey Hearings.

Promote public relations and education in the County. Cooperate with and respond to common needs of social agencies, law-enforcement agencies and judicial officials in the supervision of offenders. Make presentations to schools and community organizations, and supervise and train volunteers, practicums, and interns.

Develop and implement programs and sanctions to hold offenders accountable and to assist in changing offender behavior.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure compliance to rules and procedures by staff.

SUPERVISORY RESPONSIBILITIES: Supervise 4-7 employees engaged corrections casework. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Director.

SUPERVISION RECEIVED: Work under the general supervision of the Director of Community Corrections 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: Bachelor's degree in behavioral science or related field and five years work experience in the corrections or criminal justice field with three 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 accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within three (3) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within one (1) year of employment, BPSST certification as a Parole/Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of behavior and adjustment problems in law offenders and methods of treatment. Considerable knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions.

Familiarity with computers systems and their use.

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Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. 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 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.

Daily contact with adult offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.