



WORKING TITLE: PROBATION/PAROLE OFFICER	CLASSIFICATION: PROBATION OFFICER
DEPARTMENT: COMMUNITY JUSTICE	DIVISION: ADULT
PAY RANGE: PROB 3	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2017

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs professional corrections casework supervising and managing a caseload of adult misdemeanor and felony offenders. Offenders include those placed on probation by the court as well as those released from Department of Corrections with a period of post-prison supervision. Conducts criminogenic risk assessments and develops corresponding case plans for supervision. Makes referrals to programs to enhance client opportunities for rehabilitation. Contacts family members, employers, law enforcement agencies, civic groups, and public agencies as they pertain to individual clients. Prepares reports regarding client background and progress while under supervision. Performs related work as required.

SUPERVISION RECEIVED:

Works under supervision of the Adult Community Justice Manager and Director. Supervision is received through review of cases for conformance to department policies and procedures and consultation on unusual or difficult cases. Subject to an 18-month probationary term, per FOPPO collective bargaining agreement.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this classification. May provide guidance to other Probation Officers as requested.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Completes criminogenic risk assessments, case plans, and provides case management.
- Refers to programs to enhance opportunities for clients to work on behalf of their own social rehabilitation.
- Conducts personal interviews with clients to ascertain needs.
- Maintains chronological case histories.
- Confers with spouses, families, employers, and others relative to client needs.
- Conducts interviews and investigations of clients during probation and parole.
- Presents court testimony including facts and evaluation of cases.
- Carries out disposition ordered by courts.

- Confers with supervisor, schools, churches, public health agencies, law enforcement, and other agencies as appropriate.
- Conducts presentence investigations as requested by the courts.
- Facilitates individual or group cognitive restructuring programming as necessary or required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Evidence-based practices in criminal justice.
- Court procedures and processes.
- Criminal justice system components.
- Concept, intent, and philosophy of the community justice programs.
- Various counseling techniques, such as motivational interviewing.
- Behavior and adjustment problems in adult offenders.

SKILL IN:

- Communications, observation, and interviewing techniques.
- Preparing comprehensive, accurate and clear reports and legal documents.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Receive feedback, coaching, and training from peers and leadership.
- Establish and maintain positive working relationships with clients, volunteers, civic groups, the general public, public officials, agencies and co-workers.
- Conduct thorough background investigations.
- Prepare clear and concise reports and to present findings in an objective and professional manner.
- Effectively address behavior and adjustment problems of adult offenders.
- Counsel misdemeanants and felony offenders and prepare appropriate treatment plans.
- Adjust supervision plans according to circumstances.
- Maintain complete and accurate records.
- Speak before various groups.
- Attend work as scheduled and/or required.
- Flex schedule within a 40 hour work week to accommodate department needs.

MINIMUM EXPERIENCE AND TRAINING:

One year of experience in community corrections, law enforcement, or closely related field AND a bachelor's degree in corrections, behavioral sciences, or closely related field are required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Basic, intermediate, or advanced probation and parole officer certification from the Department of Public Safety Standards & Training (DPSST) within one year of appointment is required.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check. Yamhill County is an optional firearm carrying County and a psychological evaluation is required for all new hires in this position, regardless of the decision to carry a firearm.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and to meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in homes or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.