

COUNTY OF WALLOWA

Job Posting 24-0320

JOB TITLE: Community Corrections
Parole and Probation

Officer

DEPARTMENT: Wallowa County Community Corrections Office

FLSA STATUS Hourly – Union

REPORTS TO: Kyle Hacker

POSITION STATUS: Full-Time (40 Hours/Week)

APPROVED BY: Community Corrections Supervisor

WAGE RANGE: \$24.31 - \$29.57 – Per union contract

Approved Date: 2/8/2024

POSITION SUMMARY: To provide supervisory and investigative services to adult offenders placed under 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.

ESSENTIAL FUNCTIONS OF THIS POSITION: These examples do not include all the specific tasks that an employee may be expected to perform, with or without accommodation. Conduct personal interviews with offenders; collect and evaluate data to determine offender risk; maintain chronological case histories. Develop a supervision/case plan for each offender and monitor progress through follow-up interviews and investigations; monitor payment of court ordered restitution. Confer with supervisors, schools, churches, public health agencies, law enforcement agencies, courts, and businesses relative to individual cases. Conduct random searches of offenders' residences and property to ensure compliance with outlined conditions; make arrests as necessary; seize and store evidence. Prepare written reports and maintain records necessary to the effective operation of the program; develop sentencing recommendations for various disposition ordered by the sentencing authority. May provide counseling and crisis services to offenders and their families. Conduct pre-sentence investigations, parole and post-prison supervision release investigations, out-of-state transfer investigations, in-state transfer investigations and pre-employment investigations. May facilitate cognitive restructuring groups and other evidence-based programming for offenders. The Director/ Lieutenant will periodically review work for compliance with department policies and State statutes. Position is currently Wednesday – Saturday. Other duties and hours of employment may be assigned.

MINIMUM QUALIFICATIONS: *Entry level* – A Bachelor's degree in behavioral science, social science or criminal justice OR 45 credits in behavioral science, social science, criminal justice or three years' experience in the criminal justice, social service or working with the public. Must be 21 years old. Completion of Department of Public Safety Standards and Training Basic Certification in Parole and Probation, Firearms, First Aid/CPR, Blood Borne Pathogens and Defensive Tactics within one year of hire. Possession of a valid driver's license with a good driving record as driving is required for this position.

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SKILLS, KNOWLEDGE, AND ABILITIES: Considerable knowledge of behavior and adjustment problems in adult offenders and the ability to effectively deal with these problems; considerable knowledge of the modern practices, policies, procedures and evidence-based techniques employed in the supervision of parole, post-prison supervision and probation offenders; knowledge of criminal laws and the criminal justice system. Position requires training in the use of firearms. Skill in operating a personal computer utilizing word processing software to track and maintain case histories. Ability to interact with adult offenders and recommend proper treatment; ability to recognize and analyze problems concerning parole and probation offender management; ability to use judgment in directing or performing functions in an efficient and lawful manner; ability to communicate effectively, both orally and in writing; ability to keep accurate records; ability to develop and maintain effective working relationships with peers, supervisors, subordinates, offenders, the courts, other agencies, and the general public.

CONDITIONS OF EMPLOYMENT: Successful candidates will participate in an oral interview process, be required to complete entry level employment examination, medical and psychological screening, pre-employment drug screen, and pass a thorough background investigation with hiring contingent on passing the investigation. Successful completion of Oregon Physical Ability Test (ORPAT) required. This position requires an 18-month probationary period.

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

- To develop evidence based supervision plans with Adult 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 concepts and processes, such as relapse prevention, setting and achieving goals, educational programs, etc.
- To make home, employment, office, field, jail, and collateral contacts with offender to ensure compliance with conditions of release. Conduct searches; take urine & DNA samples, etc. Impose evidence based sanctions and interventions as appropriate. Coordinate with treatment/service providers and criminal justice system.

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- To investigate and prepare reports for the Court, which includes personal, criminal, medical, mental, employment, and financial history of the offender; examples are—violations, modifications, early terminations, interstate compacts, etc. Make recommendations to the Court regarding sentencing.
- Imposes evidence based sanctions on offenders and/or arrests offenders as a result of violation; prepares cases for subsequent hearings as necessary.
- Provides individual counseling to offenders as needed to help ensure maximum results from rehabilitation programs.
- Monitors satisfaction of offenders' obligations to victims, including restitution payments, no-contact conditions, etc., and responds to victims' concerns or inquiries.
- Investigates and coordinates request for transfer of offender supervision from other counties or states.
- May provide transportation and assist offenders in obtaining basic needs as necessary.
- Maintains proficiency in the use of firearms; Taser and defensive tactics, attends training as required to enhance skills.
- May plan, coordinate, and implement a subprogram of the office such as home detention, Curfew, work release, DUII Diversion, pre-trial services, jail services, volunteer coordination, etc.
- Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as law enforcement equipment, including firearms, restraining devices, two-way radios, electronic monitoring devices, breathalyzer, drug test kits, fingerprint kit, camera, etc.
- Answers telephone and routes calls to appropriate staff person; provides information and assistance to callers and office visitors.
- Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Attends and participates in required trainings.

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- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.
- To maintain records and prepare reports on activities, cases, and contacts; submit reports to appropriate agency or organizational unit.
- To participate in Court proceedings and hearing processes—provide information as requested; May perform duties of Hearing Officer.
- To follow all safety rules and procedures established for work areas.
- Exercises independent judgment in determining when there is reasonable grounds to detain, when reasonable grounds exists to search and arrest and when force may be used or to what degree.
- Proficient in the handling and use of handguns, AR-15 and shotgun from a variety of body positions and under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by Sheriff's Office standards.
- Communicate and interact firmly yet courteously with the public and offenders, and in accordance with Sheriff's Office policy and procedures. Must present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.
- Performs first aid, CPR and operate AED device. May encounter situations that involve hazardous materials, body fluids, communicable diseases, seriously injured persons with traumatic injuries and/or deceased persons.
- Pursues fleeing suspects and performs rescue operations that may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven surfaces and using body force to gain entrance through barriers.

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- Operates law enforcement vehicles during both day and night; in congested traffic and in unsafe road conditions caused by factors such as rain, fog, ice and snow.
- Make arrests as necessary in the performance of various duties. Control suspects and prisoners in accordance with established policy and procedures. Transport suspects and prisoners as required.
- Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Investigate violations of supervision conditions. Interviews witnesses and suspect offenders. Collect, mark and preserve evidence. Prepare written reports.
- Reads, comprehends and complies with or enforces legal and non-legal documents, including the preparation and processing of such documents as detainers, affidavits and warrants, department policies and procedures, and labor agreements.
- Develop and maintain proficiency in the use of a variety of equipment associated with law enforcement duties and in the application of defensive tactics including baton, handcuffs, OC, Taser and other restraint devices.
- Inform the public and respond to inquiries regarding directions, laws, ordinances, complaint procedures and provide general assistance as required.

PHYSICAL REQUIREMENTS:

Operates a motor vehicle in the performance of duties; maintains a current Oregon driver's license and an acceptable driving record; sees close and distant objects within normal parameters and uses peripheral vision; sees a night and under dark or low light settings; demonstrates sufficient depth perception; differentiates between colors; uses olfactory senses; hears within normal range; speaks clearly; uses a loud voice to shout;

sits, walks, stands and moves around in the work area for extended periods of time; climbs stairs and/or inclines repeatedly; bends, stoops, crawls and kneels; kicks open doors; lifts and carries up to 50 lbs.; pulls and pushes up to 100 lbs.; pushes doors open using shoulder; reaches for and lifts 10 lb. objects; turns neck and twists body 90 degrees in either direction; uses chemical agents to quell disturbances; works in an area that has chemical agents released into the air; works in a wide range of indoor and outdoor temperature conditions; writes legibly; grasps, handles and manipulates objects with hands; implements finger dexterity to manipulate objects; holds, aims and

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discharges firearms with sufficient accuracy to maintain minimum department qualifications; works flexible hours during the day and week; works day, afternoon, evening and night shift work; meets the Department of Public Safety Standards and Training (DPSST) certification requirements; and successfully completes all phases of FTEP within 12 months of hire.

BEHAVIORAL EXPECTATIONS:

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with office and county policies, procedures and regulations; participates in employee training and orientation; provides training to co-workers as requested; performs other job duties as assigned by supervisor; wears personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments. Contact with Individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates vehicles and may be required to sit/stand for extended periods while performing various duties. Employee is subject to 24-hour emergency call-back. Must be available evening shifts, including weekend and holiday assignments as assigned.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature

Date

Applicant must completed the following two pages:

**PRE-EMPLOYMENT AGREEMENT AND AUTHORIZATION
TO RELEASE INFORMATION**

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I understand and agree to the following terms:

As part of my application for employment with Wallowa County for the position of Parole & Probation Officer, I hereby authorize Wallowa County to conduct an investigation of my background, including but not limited to, character, criminal and arrest/conviction history, past employment (including job performance and on-the-job behavior), education and satisfactory completion of a physical examination (if required for position).

I understand that this document, signed by me, authorizes Wallowa County to gather information through interviews, questionnaires, employment records, education records, criminal records and any other records necessary to determine job related qualifications for the position of Parole & Probations Officer with Wallowa County.

The recipient of a photocopy of this signed document is hereby authorized to divulge information concerning my character, criminal history, education, employment records, job performance; job behavior, or medical records which may include information specific to drug and/or alcohol and/or psychiatric treatment and to allow the Wallowa County Human Resources Director or a delegated representative to examine such records.

In consideration of the release of information to Wallowa County by any third party in receipt of this authorization, I do hereby release said third party, its office, employees, agents and assignees from any and all claims for damages of any nature which I might have as a result of the release of information by the third party to Wallowa County. To the extent that I have previously directed said third party not to release certain information, I do now hereby withdraw that directive and consent without restriction to any release of information requested by Wallowa County.

I hereby release you, your organization, and others from any liability or damage which may arise from furnishing information requested. I understand and agree that any information released to Wallowa County is done so in strictest confidence.

Signature: _____

Date: _____

Printed Name: _____

Subscribed and sworn to before me on _____ day of _____, 20_____.

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Notary Public for the State of Oregon
My Commission Expires: _____

(Please complete the attached supplemental application)

**WALLOWA COUNTY
SUPPLEMENTAL APPLICATION
FOR BACKGROUND CHECK**

- (1) Are you at least 21 years of age ? Yes ____ No ____
- (2) Are you legally eligible to work in the United States ? Yes ____ No ____
- (3) Date of Birth: _____.
- (4) Your Social Security Number: _____.
- (5) Do you have a current valid driver's license? Yes ____ No ____
- (6) Driver's license number and State _____.
- (7) Please list all criminal convictions within the last seven (7) years.

<u>Date</u>	<u>Charge</u>	<u>Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and complete.

Signature _____ Date: _____

Printed name: _____

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