

LINN COUNTY CLASSIFICATION

TITLE: PAROLE & PROBATION CASE ASSISTANT
NUMBER: 635 **APPROVAL ORDER**
PAY RANGE: 10 **NUMBER: 2002-130**
CATEGORY: OPEU **DATE: April 30, 2002**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists Parole and Probation Officers in monitoring and interacting with individuals in the community who have been released on probation, parole and post-prison supervision.

SUPERVISION RECEIVED: Works under the supervision of Sergeants and Corporals, but also takes direction from Parole and Probation Officers as necessary. All work is reviewed by ongoing observation as required.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of positions in this classification. However, in some instances the more senior Case Assistants may be responsible for training and monitoring the work of other personnel in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. At the direction of Parole and Probation Officers, refer offenders to substance abuse treatment, mental health, anger management, work crew, community service, educational and vocational programming, employment services and other programming as indicated.
2. At the direction of Parole and Probation Officers, coordinate with treatment/service provider and with other criminal justice agencies.
3. At the direction of Parole and Probation Officers, monitor and/or take bodily substance samples for testing, i.e., urinalysis and breathalyzer.
4. Assume receptionist duties in the absence of same.
5. Maintain detailed written/computer records of all offender and collateral contacts.
6. Enter offender status in the Law Enforcement Data System (LEDS) and monitor same for offender contacts.
7. Prepare reports under the direction of Parole and Probation Officers.
8. At the direction of Parole and Probation Officers, determine subsidy needs and arrange for same as appropriate.
9. Testify in Court, at parole/post-prison supervision violation hearings, and at Grand Jury.

10. Participate in training as directed.
11. Access the DOC400 computerized Corrections Information System for data input and retrieval.
12. Assist Parole and Probation Officers with release planning and intake.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

15. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of the Oregon Criminal Justice System, parole, probation and post-prison supervision and of community resources which can be employed to address offender program needs. Skill in using a computer for data input and retrieval and for word processing. The ability to write clear, concise and accurate reports. Good oral communication skills.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Two years experience working in a Criminal Justice setting or an Associate of Arts Degree in a Criminal Justice related field from an accredited community college preferred. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any arrest or conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Law Enforcement Data System Certification within one year of hire. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in an office environment and occasionally outdoors in all weather conditions. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects or controls, and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.