



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Sheriff's Office

POSITION: **PAROLE & PROBATION OFFICER**

Full-time, BCLEA-represented position with benefits

Salary Range: 13

Step 1	Step 2	Step 3	Step 4	Step 5
\$4,371/mo.	\$4,590/mo.	\$4,820/mo.	\$5,062/mo.	\$5,315/mo.

**Salary listed is the base pay and does not include certification pay

Summary

This classification provides supervision and investigation to adult offenders placed under supervision by releasing authorities of county, state and/or federal court system, Board of Parole, etc.; notify releasing authority when violations occur. Parole Officers 1) provide incentive and opportunity for offenders to change behavior through case planning, individual and family counseling and other program referrals; 2) protect the community by enforcing conditions of parole and probation, and 3) enforce appropriate sanctions. Officers act as liaison with parole boards and other agencies.

This classification is unique in that all positions perform, at least with varying degrees of difficulty, all phases of case management to serving as lead worker to parole and probation officers. The primary purpose of each level position determine appropriate level of placement and compensation.

Examples of Essential Job Duties:

- Develop supervision plan with offender. Interview and inform offender of release conditions, expectations and consequences; assess needs and offender risk; review community alternatives. Advise and/or direct offenders to modify non-complaint behavioral traits.
- Monitor offender compliance and progress. Conduct searches, monitor and/or take urinalysis samples for testing; make home, employment, office and field contacts; coordinate with treatment and services providers, criminal justice officials; modify supervision plan; monitor payment of court-ordered restitution and fees; monitor community service placement.
- Develop and recommend appropriate sanctions for non-compliance. Redetermine risk factor; modify supervision plan as necessary; arrest, detain, search and transport as necessary. Report action to releasing authority.

Education, experience and training:

Minimum: Bachelor's degree in corrections, criminal justice, sociology, psychology, behavioral science or related field plus one-year work-related experience OR a satisfactory equivalent combination of education, experience and training. Within one year of employment, employee must be certified by Department of Public Safety Standards and Training as an adult parole and probation officer.

Preference: Evidence-based practices and motivational interviewing.

Special Requirements: At time of appointment, must possess and maintain a valid Oregon driver's license.

A complete job description and application is available upon request or online at: www.bakersheriff.org or www.bakercounty.org

For additional information, contact Sheriff Ash or Ashley McClay. Applications must be submitted to the Sheriff's Office or Baker County Administrative Services.

POST DATE: April 2, 2025

CLOSING DATE: April 16, 2025, or until filled