



# BAKER COUNTY

## POSITION DESCRIPTION

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### **PAROLE & PROBATION OFFICER**

<b>DEPARTMENT</b>	PAROLE & PROBATION OFFICER
<b>SALARY RANGE</b>	13
<b>BARGAINING UNIT</b>	BCLEA
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2025
<b>PRE-EMPLOYMENT BACKGROUND</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, PSYCH EVALUATION, EDUCATION & DRUG TEST
<b>CHECK INCLUDES: Signature &amp; Date:</b>	

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### **INTRODUCTION**

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 leadworker to parole and probation officers. The primary purpose of each level position determine appropriate level of placement and compensation.

### **EXAMPLES OF PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. 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.
2. 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.
3. 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.
  4. Maintain and complete required case files, records, monthly reports, correspondence and accounting and tracking records as required by departmental policy and state law.
  5. Assign offenders to court-ordered community service throughout the county. Monitor offender compliance and progress and keep other officers and the courts informed of offender's progress. Develop relationships with federal, state, county, city and community agencies to negotiate short and long-term contracts for work projects. Periodically evaluate connections.
  6. Register, connect and monitor all offenders who are ordered by the Court to participate in the electronic surveillance program. Meet with offenders, explain program. Daily contact the surveillance contractor to assure compliance of offenders.
  7. Testify and/or participate in court and/or administrative hearings in regard to presentence investigations, revocation recommendations, violation hearings, specialty court, etc.
  8. Promote the department through public relations and education; make presentations to community organizations, schools and other agencies; liaison with other divisions of the criminal justice system; interpret policy and procedure to the public.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION**

Knowledge of: Considerable to thorough knowledge of the adult criminal judicial system, law enforcement agencies; considerable knowledge of sound case management and social service theory, principles and practices to be able to identify problem, decide appropriate action and provide treatment services; considerable knowledge of human behavior and adjustment problems as it relates to adult offenders; considerable knowledge of behavior intervention, management and support strategies; considerable knowledge of community resources, the functions and procedures of other social service agencies and service providers; considerable knowledge of and ability to participate in program planning, evaluating and implementing programs to meet specific objectives.

Skill in: Writing clear and concise correspondence, records, treatment plans, reports and statistical data; interviewing, counseling and listening techniques and principles; family and group dynamics.

Ability to: Communicate effectively in both written and oral forms; plan/coordinate with source agencies, families of offenders, law enforcement agencies and the community; work within a team; relate to a diverse population of people; apply sanctioning guidelines appropriately; teach socialization and living skills to individuals with various learning levels; make decisions independently in accordance with established policies and procedures and use initiative and judgment in completing tasks and responsibilities; utilize problem identification and resolution techniques; prioritize assignments and manage time efficiently; remain calm and use good judgment during confrontational or high pressure situations; establish and maintain records, reports and statistical data; courteously meet and deal effectively with other employees, other agencies, law enforcement agencies, parole board, service agencies, the community, offenders, families and the public regarding policy and procedure direction and developing care plans for offenders, give and exchange information and to resolve problems.

### **QUALIFICATIONS**

**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.

**SUPERVISORY CONTROLS OF THIS POSITION**

This classification works under the general direction of the parole and probation director. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

**GUIDELINES**

Work is performed within established department policy, procedure, directives; federal, state, county and local statutes, rules, regulations, ordinances and sentencing guidelines; court rulings; reference manuals; accepted procedures within parole and probation profession. Incumbent has to remain current on guidelines and uses considerable judgment in interpreting laws or guidelines and determining which to enforce, then follows procedures and laws closely due to nature of work.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed both in an office environment and in the field which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions. Field assignments may require physical demands of gripping with hands and fingers, hearing voice conversation, keyboarding, occasionally lifting up to 60 pounds, pushing, pulling, running and possibly apprehending and restraining violent people, sitting, standing and walking. A substantial amount of daily driving is involved.

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing				X	
Walking				X	
Driving			X		

Frequency	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs					X
11 to 20 lbs.			X		
21 to 50 lbs.		X			

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			

51 to 75 lbs.		X			
>75 lbs.	X				
Carry					
< 11lbs					X
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.		X			

Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control				X	
Other					
Comments					