



Community Justice Officer
Class code: 216
Employee Group: SEIU
Salary Range: 20

I. Position Summary

Under direction, to oversee Community Justice program clients and/or a small to medium sized Community Justice program including evaluating, counseling, rehabilitating and monitoring criminal offenders assigned to that program; to perform related work as required.

II. Distinguishing Features

The Community Justice Officer is a journey level classification. Employees work within a framework of established procedures. Positions at this level are distinguished from other Community Justice classifications by the limited amount of contact with offenders outside an institutional setting and required knowledge is limited to a specific area in the field or program. Employees are expected to perform work using independent judgment in application of specialized technical knowledge and skills.

III. Examples of Essential Position Duties

- Determines eligibility of individual clients for special programming and/or oversees programs including monitoring and referrals when required.
- Schedules, supervises and/or conducts programs in assigned area for clients to meet their specific rehabilitation program needs.
- Procures necessary resources, supplies and materials.
- Evaluates and responds to client program related requests with appropriate information.
- Monitors client compliance with the specific program conditions which may involve utilizing a variety of contacts, such as individual contact with law enforcement contacts, family member contacts, etc. Prepares and submits related reports and recommendations as required or necessary.
- May provide individual counseling and referrals to clients as needed to help ensure maximum results from rehabilitation program.
- May testify in court regarding program clients.
- Confers with supervisor, treatment agencies, law enforcement agencies, businesses, court personnel, etc., regarding client progress or problems.
- Maintains varied resources for programs and services.
- Trains and oversees program volunteers and assigned staff members.
- Enforces security procedures to maintain the safety of volunteers and resource personnel.
- Maintains accurate program/client records; enter and retrieve program information on computer; may coordinate requests for program participation and monitor client fees.
- Attends training as required to enhance skills; may assist in training co-workers.
- Operates a variety of office and other program related equipment, including computers, copier, calculator, fax machine, etc., to perform required duties.
- Provides technical and functional assistance to department staff.
- Answers telephone and route calls to appropriate staff person; provides information and assistance to callers and office visitors.

- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- 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.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires knowledge of program development theories and techniques for criminal offenders; knowledge of behavior and adjustment problems of criminal offenders; criminal law and the criminal justice system; law enforcement procedures and protocol; and modern office practices. Position requires ability to investigate criminal backgrounds and program violations; to coordinate the efforts of volunteers, resource personnel, staff and inmates toward a common goal; aid in offender rehabilitation; counsel offenders and refer to appropriate treatment; maintain accurate records; make quick, intelligent decisions in crisis situations; learn computer skills including typing; effectively organize duties; display initiative and creativity in carrying out duties and assignments; adapt to changes in program direction, procedures and operations; maintain safety requirements; comply with all statutes, policies and procedures; understand and carry out oral and written directions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- An Associate's degree or at least two years college course work in criminology, criminal justice, sociology, communication studies, human services or psychology AND three years of experience working with the criminal justice or social services systems providing direct service to clients; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Requires possession of a valid Oregon driver's license and an acceptable driving record. Must possess first aid and CPR certification within initial 30 days of employment. May require certification in LEDS operation, certification by the Department of Public Safety Standards and Training within 18 months of appointment, and/or Alcohol and Other Drug Screening Specialist (ADSS) certification, depending on duties.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements such as typing, and skilled movements such as firing a weapon. Requires the ability to operate a motor vehicle. Tasks involve visual perception and discrimination as well as oral communications ability. Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping,

talking, hearing, seeing (including ability to clearly distinguish and identify colors), and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack. Requires driving. Work may be conducted in a noisy, crowded area, with exposure to chemicals, solvents, grease, oils, inks, illnesses, diseases, blood borne pathogens, etc.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 4/19