



Program Specialist – Community Justice

Class code: 199

Employee Group: SEIU

Salary Range: 17

I. Position Summary

Under general supervision, to coordinate the daily operation of a criminal justice programs; to ensure offenders compliance with court orders, and to perform related work as required.

II. Distinguishing Features

The Program Specialist - Community Justice is an entry/journey level class. This classification has little staff supervision responsibility. Incumbents are expected to perform a full range of duties after a limited time on the job, possess functional expertise, and perform specialized duties in a fairly independent manner. Some direction is provided after assignment, however, employee has some choice of method and occasionally develops their own methods.

III. Examples of Essential Position Duties

- Conducts interviews with criminal justice clients; collects and evaluates data to determine offender risk; coordinates treatment plan with parole/probation officer; determines offender placement and work crew assignments and make referrals to treatment providers and community agencies as appropriate.
- Monitors offenders' compliance with conditions of his/her discharge, including offenders submission to urinalysis testing. Prepares and submits related reports and recommendations as required or necessary.
- Confers with supervisor, treatment agencies, law enforcement agencies, businesses, court personnel, etc., regarding offenders progress/problems.
- Reports violations to court/parole officer; assist in preparing cases for subsequent hearings as necessary.
- Provides individual counseling to clients as needed to help ensure maximum results from rehabilitation program.
- Responds to community concerns regarding threats, law violations, prison transition and general inquiries.
- Monitors satisfaction of offenders' obligations to victims, including restitution payments, no-contact conditions, etc., and responds to victims' concerns or inquiries.
- Maintains accurate offender records; enter and retrieve offender information on computer.
- Provides offender transportation and assist clients in obtaining basic needs as necessary.
- May coordinate and implement a subprogram of the department such as work release, community service, day reporting center, volunteer coordination, etc., providing limited direction and/or leadership of staff and volunteers as required.
- Maintains effective program public relations through contact/presentations to community and civic organizations.
- Operates a variety of office equipment, including computers, copier, calculator, fax machine, etc. to perform general clerical duties as required.

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- Answers telephone and routes calls to appropriate staff person; provides information and assistance to callers and office visitors.
- Collects, records and disburses fees and fines.
- 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 general knowledge of behavior and adjustment problems of criminal offenders; criminal law and the criminal justice system; and modern office practices. Position requires ability to effectively intervene in order to protect the community and aid in offender rehabilitation; investigate criminal backgrounds and parole violations; counsel offenders and recommend appropriate treatment; plan and coordinate various programs of the department; maintain accurate records; work in hostile and potentially dangerous environments; 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 level course work, in criminology, criminal justice, sociology, communication studies, human services or psychology; supplemented by one year 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

May require certification in LEDS operation. Requires possession of a valid Oregon driver's license and a good driving record.

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

Requires the ability to exert some physical effort in sedentary to light work involving moving from one area of the office to another, light lifting, standing and walking. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack. Work may be conducted with exposure to illnesses, diseases, blood and body fluids. Requires sufficient

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hand-eye coordination to perform semi-skilled repetitive movements such as typing. Requires the ability to operate a motor vehicle. Tasks involve visual perception and discrimination as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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: 10/17