



## Transition Center Technician

**Class code:** 229

**Employee Group:** SEIU

**Salary Range:** 15

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### I. Position Summary

Under general supervision, to direct and oversee within multiple programs the activities of criminal offenders held at the transition center; to monitor daily work and programming of participant; to provide individual guidance, mediation and mentoring of participants while maintaining security, safety and general housekeeping standards; to assist in life skills training and support services to criminal participants.

### II. Distinguishing Features

The Transition Center Technician is a journey level class. Incumbents perform a full range of duties with only occasional instruction or assistance within a framework of established procedures. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Worker exercises daily supervision of criminal participants in the Transition Center.

### III. Examples of Essential Position Duties

- Admits and releases adult offenders into the Transition Center program according to state law, contractual obligations and department policy; provides orientation and screening of offenders for health, wellness and safety concerns; instructs adults on rules, procedures, and expectations of placement; records all personal property of adults admitted; collects and records fees based on facility requirements.
- Assists in enhancing offender skill level in time management, work ethics, appropriate boundaries, anger management, interpersonal skills, personal responsibility and accountability.
- Establishes, monitors and maintains detailed case files and electronic records, ensuring accurate and complete documentation of offender behavior, attitudes and actions. Prepares detailed reports and maintain records. Enters, retrieves and searches information on computer, answers telephones, copies and files documents, and performs other clerical duties as required.
- Detects and collects evidence and substances that provide the basis of criminal offenses or facility violation; confiscates illegal property. Searches people, clothing, mail items, and other items capable of concealing contraband; inspects unclothed offenders when reasonable suspicion exists to do so; submits clients to random urinalysis testing, as necessary.
- Performs crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behaviors, and takes appropriate action. Supervises all offenders in an unbiased manner; responds to major and minor disturbances, restores and maintains security, order and schedule of activities; recommends corrective and disciplinary actions; responds to offenders' requests and inquiries as needed.
- May coordinate and implement a subprogram of the department such as federal inmates, religious/mentoring volunteers, and employment services; plans, organizes, and supervises programs for group participation; monitors visitation, including compliance with no-contact restrictions.

- Transports offenders, supplies and equipment to and from various locations. Transports offenders to appointments and medical facilities as necessary.
- Assists with meal preparation and serving, laundry, housekeeping, etc.; ensures health standards and cleanliness of the facility; assigns and directs clients in housekeeping duties and related tasks.
- Maintains supply inventories.
- May provide training for part-time and regular staff.
- Reports program violations to community justice officer, probation/parole officer, and all management staff.
- Responds to community concerns regarding; threats, law violations, prison transition, and general inquiries.
- Conducts emergency drills; respond to facility mechanical failures.
- Develops and provides cross-team training of both operational procedures and cognitive programming to other staff members.
- Obtains, dispenses, monitors and tracks offender medications as prescribed.
- Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as hand held metal detectors, breathalyzer, drug test kits, kitchen and laundry equipment, etc.
- Facilitates the multi-department video court system for clients that are housed at the transition center.
- 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 the ability to gain working knowledge of behavior and adjustment problems of criminal participants; counseling and rehabilitation techniques; theories of training in social and personal improvement of criminal clients; health, safety and personal hygiene procedures; criminal law and the criminal justice system; and, law enforcement procedures and protocol. Position requires ability to effectively intervene in order to protect the community and aid in rehabilitation of clients; perform at a high level of professional competence; secure and hold the confidence and cooperation of clients; provide a safe and positive environment within the facility; to think and act quickly and effectively in emergencies and crisis situations; understand the emotional and physical problems of clients; perform basic first aid and CPR; give effective testimony at court; work in hostile and potentially dangerous environments; adapt to changes in program direction, procedures and operations; maintain safety requirements; operate computers and type; effectively organize duties; display initiative and creativity in carrying out duties and assignments; comply with all statutes, policies and procedures; plan, schedule and supervise participants work assignments; provide effective leadership and supervision of participants; maintain discipline of participants; perform strenuous or heavy manual work; perform duties under tight deadlines and/or in emergency situations; use independent judgment in performing routine and non-routine tasks; learn the use of a variety of data systems; understand and carry out oral and written directions; establish and maintain cooperative and working relationships with co-employees

and the general public; maintain accurate records and prepare reports; establish standards of performance; and, motivate participants in the Transition Center.

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

**Education and Experience**

- High school diploma or GED required AND three years experience working in the criminal justice or social services systems or four years of other responsible employment that includes working directly with or directing the work of others, multitasking, or military service; 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**

Possession of a current, Oregon Driver License with an acceptable driving record. Must obtain first aid and CPR certification within six months of employment.

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

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.

**Working Environments**

Work may be conducted in a noisy, crowded area, with exposure to uncomfortable physical conditions, including heat, cold, wetness, strong odors and /or smoke, strong and/or toxic chemicals, electrical currents, dust and pollen, blood borne pathogens. May include exposure to disruptive people. Must be willing to work various shifts that may include nights, weekends and holidays.

**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.

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