



## **Senior Deputy Parole and Probation Officer**

Class code: 201

Employee Group: FOPPO

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### **I. Position Summary**

Under direction, to perform professional case management in the investigation, supervision, evaluation, counseling, re-entry and rehabilitation of criminal offenders; ensure and report clients' compliance with Parole Board, Supervisory Authority and Court orders; maintain community safety; to perform related work as required or assigned.

### **II. Distinguishing Features**

This classification has little staff supervision responsibility, but incumbents perform a full range of duties, possess functional and certified expertise, and perform specialized duties in a highly independent manner. Training and proficiency in case management, evidence based practices, safety procedures and current law is ongoing and physically/mentally demanding.

### **III. Examples of Essential Position Duties**

- Monitors adult felony and/or misdemeanor offenders' compliance with the conditions of his/her discharge, probation, parole and other situations through office contacts, home visits, law enforcement contacts, personal and property searches, and/or periodic medical testing. Prepares and submits related reports and recommendations as required or necessary.
- Imposes sanctions on clients and/or arrests clients as a result of violations; prepares cases for subsequent hearings as necessary.
- Provides individual counseling, assessment and comprehensive case planning to clients as needed to help ensure maximum results from rehabilitation program.
- Responds to emergency situations and crisis calls on a 24-hour basis at the request of law enforcement officers; 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 client records. Enters and retrieves client information on computer.
- Confers with and coordinates assessments and rehabilitation plans with supervisor, treatment agencies, law enforcement agencies, business, court personnel, etc.
- Investigates and coordinates requests for transfer of client supervision from other counties or states.
- Provides client transportation and assists clients in obtaining basic needs as necessary.
- If optionally armed, maintains proficiency in the use of firearms; attends training as required to enhance skills.
- May perform duties of Hearings Officer.
- May perform instructor duties in firearms, defensive tactics and recognized case management assessments.
- May plan, coordinate and implement a subprogram of the department such as home detention, work release, DUII diversion, pre-trial services, jail services, volunteer coordination, etc.

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- Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as law enforcement equipment, including firearms, restraining devices, two-way radios, electronic monitoring devices, breathalyzer, drug test kits, fingerprint kit, camera, etc.
- Answers telephone and routes 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 extensive knowledge of behavior and adjustment problems of adult criminal offenders; criminal law and the criminal justice system; law enforcement procedures and protocol; 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 supervision violations; counsel offenders and recommend appropriate treatment; maintain accurate records; utilize current Evidence Based Practices to aid in the rehabilitation of offenders, 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 and training 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**

- A Bachelor's degree in criminology, criminal justice, sociology, communication studies, human services or psychology AND two 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**

Must be certified by the Department of on Public Safety Standards and Training within 18 months of appointment, and possess first aid/CPR certification. 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)*

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Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, 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 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. Work may be conducted in a noisy, crowded area, with exposure to chemicals, solvents, grease, oils, inks, illnesses, diseases, blood borne pathogens, etc. Requires driving.

### **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