



COLUMBIA COUNTY, OREGON
JOB TITLE: ADMINISTRATIVE CASE SPECIALIST I
DATE: APRIL 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	230
SUPERVISOR:	Office Manager, Community Justice	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Provide administrative case management support to the Parole & Probation Officers and perform advanced administrative support to the department, including answering phones, greeting the public, maintaining records, issuing receipts, and processing invoices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Serve as LEDs representative for the department. Provide training and certification to operators. Maintain LEDS training logs and ensure compliance to LEDS rules and regulations. Set up new employees in LEDS and Oregon DOC system.

Prepare invoices for reimbursement and pay invoices received. Post and balance cash receipts to journals. Maintain various accounts for the department. Perform cash handling duties in accordance with the County Cash Handling Standards.

Answer telephones, greet visitors and Adults on Supervision and direct inquiries to appropriate area. Prepare outgoing mail and facilitate intra-office mail collection and delivery for the department.

Coordinate vehicle fleet maintenance to include service appointments, insurance, and gas card coordination. Serve as notary public, as necessary.

Maintain accurate and extensive filing system relating to department activities. Maintain office supplies and office ordering.

Attend Statewide Office Operations Network (SOON) meeting and disseminate information to staff (rotational).

Assist in completing scheduled and unscheduled client intakes by pre-screening and conducting basic initial interviews as clients are referred to the department for supervision or pre-sentence investigation.

Record or update basic social history information in database records. Explain basic supervision requirements as determined by assigned Officers. Process routine transactions and requests for information.

Assist Parole & Probation Officers in administratively monitoring low risk client activities and progress.

Monitor the payment and collections of fees and, when approved by an Officer, conduct basic file audits for suggested additional action, internal file transfers, or for case closure.

Draft a variety of forms and reports, including travel permits, progress reports, early termination reports, or other special reports for officer review, recommendation, and approval.

Administratively coordinate and, at the direction of an Officer, schedule and collect oral swab and urinalysis samples for blood alcohol, and drug testing.



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Maintain collaborative working alliances with clients, staff, community partners, and the public treating them with a positive customer service attitude.

Attempt to administratively locate individuals referred to the department who have failed to report for scheduled meetings. Maintain records of individuals who fail to keep required intake or other appointments.

Fingerprint Adults on Supervision who have not been assigned a State Identification Number (SID). Copy court orders and LEDS record information.

Attend court hearings as required.

Create and maintain client files. Prepare files; enter data in LEDS and Offender Profile System; log data; process and forward as required. Verify client information and data as needed. Maintain client photograph files, process fingerprint cards, process Notice of Rights hearings and distribute notices to other law enforcement agencies on absconders. Enter UA results and fees into Oregon DOC offender information system.

Post court hearings to schedules. Distribute court hearing schedule to other agencies. Collect police reports from District Attorney's Office.

Participate in mandated and optional training opportunities. Attend meetings related to correctional issues as requested.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Community Justice Office Manager who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree in criminal justice or a related field plus at least three years administrative or correctional case management experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.



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DESIRABLE QUALIFICATIONS: College level course work in criminal justice, sociology, psychology, or related field preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be able to obtain Law Enforcement Data Systems certification within six months of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Working knowledge of behavior and adjustment problems in adults on supervision and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules, and Attorney General opinions. Knowledge of office practices and procedures; business English, grammar, and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices.

Skill in industry specific software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Prepare accurate and complete reports.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking, and assisting in physically restraining angry and hostile adults.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Daily contact with adult defendants and/Adults on Supervision. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***