



COLUMBIA COUNTY, OREGON
JOB TITLE: PAROLE & PROBATION OFFICER
DATE: NOVEMBER 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	1036
SUPERVISOR:	Adult Division Supervisor	SALARY RANGE:	1
UNION (Y/N):	Yes	LOCAL:	FOPPO

GENERAL STATEMENT OF DUTIES: Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Justice Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change.

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

Trainee Status/Non-Certified employees working towards their Department of Public Safety Standards and Training (DPSST) Basic Parole and Probation certification will work under the guidance and or direct supervision of an approved training officer or supervisor while conducting the following essential duties.

Supervise a general or specialized caseload of adult felony and misdemeanor offenders on probation or parole in the community.

Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority.

Make home, employment, office, field, jail, and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel, and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender and domestic violence treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system. Facilitate cognitive education groups.

Conduct body searches, monitor, and/or take bodily substances for testing, i.e., urinalysis, breathalyzer, etc.

Make decision to arrest offenders in accordance with departmental rules and procedures. Set up and conduct arrest. Transport offenders as necessary.

Prepare supervision plan, risk assessment, and needs assessment.

Prepare reports as follows: presentence investigations, violation, modification and special information reports, unusual incident, early termination, post sentence, interstate compact, pre-parole, transfer, etc. Submit reports including appropriate recommendations. Keep accurate records and files.

Maintain data and program evaluation.

Testify in court or before the Grand Jury. Participate in Morrissey Hearings.

Promote positive public relations and education in the county. Cooperate with and respond to common needs of social agencies, law enforcement agencies, and judicial officials in the supervision of offenders. Make presentations to schools and community organizations, and supervise and train volunteers, practicums, and interns.



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Develop and implement programs and sanctions to hold offenders accountable and to assist in changing offender behavior.

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. This position may nominally supervise or assist other employees in training.

SUPERVISION RECEIVED: Work is performed under the general direction of the Adult Division Supervisor 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 four-year degree in behavioral science or related field. Four years of experience in the corrections or criminal justice field which includes offender or public contact. A minimum of two years specific experience performing case work with offenders. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Advanced 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: Possession of, or the ability to obtain within one year of employment, DPSST certification as a Parole & Probation Officer. Possession of, or the ability to obtain within three months of hire, Law Enforcement Data System certification. Must be First Aid, CPR, and AED certified. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Considerable knowledge of state criminal laws, federal law, case law decisions, state administrative rules, parole rules, and Attorney General opinions.

Skill in general business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.



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- Express ideas effectively, both verbally and in writing. Use sound judgment. Write clear and concise reports.
- 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 a team where collaboration with all staff in divergent positions is imperative.
- 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.
- 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.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

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.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. May require standing, walking, and 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 offenders; interact to diffuse offender aggression; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. May receive physical injuries when confronting or arresting correctional offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.

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.



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*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.*