



CLASSIFICATION NO. 487

Established: 3/98

Revised: 6/12, 6/22

FLSA: Exempt

EEO: 4

COMMUNITY CORRECTIONS SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, and supervise the activities of personnel involved in parole and probation service delivery; to perform a variety of technical tasks related to an assigned area of responsibility; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, operates the County jail and oversees adults on parole or probation. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Parole and Probation Division is responsible for supervising adults on parole or probation, including assessment, rehabilitative, restorative, and transitional programs, and residential services.

The Community Corrections Supervisor is a sworn classification responsible to supervise officers and/or counselors providing services to adult on supervision within the assigned area or program. Incumbents have direct contact with adults on supervision and the community. Incumbents may be responsible to oversee officers and counselors providing services to adult adults on supervision within 24-hour daily work release operations and programs or for supervising the activities of Probation and Parole Officers, human services and support staff providing services to adults in supervision.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides supervision over and manages day to day operational activities of staff or teams including solving problems, proactive planning within the team and between other service providers; prioritizes, assigns and reviews the work of staff involved in parole and probation service delivery; reviews reports for accuracy, thoroughness and adherence to division goals and procedures; and provides consultation to staff regarding appropriate case management decisions and use of professional services.
2. Recommends and implements new and revised policies to respond to division goals and service needs; works with management and other service providers to develop and implement programs and update procedures.

3. Assists with hiring and supervises assigned staff to provide quality service to citizens and County staff; prepares performance evaluations; conducts caseload audits; works with employees to correct deficiencies; administers progressive discipline; conducts and/or facilitates staff training and development.
4. Assists Parole and Probation staff in performing casework functions or may handle casework functions directly, including adults on supervision needs/risk assessment, treatment referral and monitoring, client counseling, sanctioning, and arrest/search and seizure; prepares reports and makes recommendations to courts and parole board regarding adults on supervision treatment needs, compliance with supervision conditions, and sanctioning options.
5. Coordinates and conducts hearings on parole violations, transitional leaves, and Interstate Compact cases; serves as the primary in-house disciplinary hearings officer and imposes sanctions or adults on supervision removal from facility; responds to adults on supervision grievances.
6. Monitors team budget expenditures; assists in compiling statistical information (e.g. program data, team statistics) for department use.
7. Facilitates staff and resident meetings regarding program issues and/or changes; facilitates adults on supervision educational groups as needed; resolves issues regarding program rules, security and caseload procedures.
8. Assists with the screening process to ensure adults on supervision meet program criteria and conditional use restriction; oversees initial intake interviews and recommendations; assists in compiling statistical information for department use.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Principles and practices of personnel management; operations and techniques used in security or custodial facilities; evidence based practices; principles, practices and procedures for addressing behavior and adjustment problems of adult criminal adults on supervision; casework practices, caseload management; the adult criminal justice system, including sentencing and sanctioning procedures; training and performance evaluation; community and contract resources; Federal, State and local case law regarding probation and parole casework; participative management and team development theories.

Skill to: Maintain discipline and security with adults on supervision; understand, interpret and enforce rules and procedures; make recommendations regarding the disposition of clients; complete program evaluations; supervise, train, discipline, and evaluate Parole and Probation personnel; investigate cases and objectively evaluate information; maintain accurate and complete records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with adults on supervision, County employees, law enforcement and community agencies, the courts/parole board, and members of the public; evaluate information and develop recommendations for policy or procedural changes; incorporate team participation in decision making; direct staff in continuous efforts to improve quality, productivity and effectiveness.

WORKING CONDITIONS

Must be willing to work evenings, weekends, and holidays as scheduled.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment and psychological examination. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six months of hire: must possess Law Enforcement Data System (LEDS) certification, Cardio-Pulmonary Resuscitation (CPR) certification, and First-aid certification.

Within one year of hire: must possess current Basic Probation & Parole, Corrections, or Law Enforcement certification from DPSST.

Edited: 4/25