



CLASSIFICATION NO. 481  
Established: 1/79  
Revised: 12/84, 2/15  
Retitled: 7/24  
FLSA: Non-Exempt  
EEO: 4

## **PAROLE AND PROBATION OFFICER 1**

### **CLASS CHARACTERISTICS**

Under supervision, to prepare written reports, recommendations, and perform professional parole and probation casework in the investigation, counseling, adjustment, rehabilitation, and re-integration of adult offenders to include the exercise of limited Peace Officer powers; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Clackamas County Sheriff's Office Parole and Probation Division provides a full-service program to adult offenders including pre-sentence investigations, diversion supervision, support services, parole and probation supervision, and a residential treatment facility.

Parole and Probation Officer 1 (PPO1) is the entry level in the Parole and Probation Officer series. The PPO1 provides basic adult parole and probation services including the limited use of peace officer powers in any unit of the Clackamas County Sheriff's Office Parole and Probation Division. Assignments are performed under the close supervision of a Parole and Probation a Supervisor.

Parole and Probation Officer 1 differs from the higher level Parole and Probation Officer 2 which is the fully experienced, journey level in the series requiring training and certification from the Oregon Board of Police Standards and Training and thus reducing the level of supervision required.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Conducts interviews with clients to determine personal needs; formulates appropriate programs for each case to aid in client rehabilitation; and maintains chronological case histories.
2. Conducts parole and probation pre-sentence investigations, intake interviews, and supervises diversion and community service cases.
3. Conducts follow-up interviews and investigates home conditions, personal adjustments, environment and other factors involved in making court reports for clients on probation and/or parole.

4. Under immediate supervision, makes arrests, searches and seizures, transports prisoners, and does necessary follow-up and coordination of such activities with law enforcement agencies.
5. Interacts with collateral sources such as spouse, family, employers, and others familiar with facts relating to individual cases for assistance with investigation and implementation of appropriate parole/probation treatment plans in the case of each adult offender.
6. Interacts regularly with municipal, district, and circuit court in both oral and written manner when testifying at hearings and when presenting facts and evaluations regarding client progress.
7. Confers with supervisor, other agencies, schools, churches, public health agencies, law enforcement agencies, businesses, and others relative to individual cases in both referral and development capacities to outline and implement treatment and care programs.
8. Prepares and dictates written reports, maintains caseload statistics and evaluative information used to formulate reports.

### **REQUIRED KNOWLEDGE AND SKILLS**

**Basic knowledge of:** Concepts and principles of human behavior and adjustment problems in adult offenders; basic concepts and principles of social and correctional care and group work; and criminal laws and the criminal justice system.

**Skill to:** Effectively investigate background of offenders; communicate effectively, both orally and in writing to offenders and the courts; make recommendations regarding disposition of misdemeanor and felony cases; supervise adults placed on parole and probation (under immediate supervision); provide counseling, guidance and motivation while enforcing conditions mandated by the court and approved rehabilitation programs; individually assess problems and take appropriate courses of action to prevent potential delinquencies; keep accurate and timely records; establish and maintain effective working relationships.

### **WORKING CONDITIONS**

Requires limited standing or walking in locations throughout the community (e.g. offenders' residence, place of employment, jail, work release facility, treatment programs/facilities, etc.); occasional interaction with clients involves physical contact and exposure to hostile attitudes.

### **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 one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Must meet minimum requirements established by the Oregon Department of Public Safety Standards and Training (DPSST) for Parole and Probation Officer certification. DPSST Certification has specific criteria related to age, physical and education requirements.

### **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 evaluation. 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**

The following are required within three months of hire:

- Law Enforcement Data System (LEDS) certification.
- Valid First Aid/CPR Certification.

### **OTHER INFORMATION**

The Parole and Probation Officer 1 (PPO1) is part of a promotional career path. Incumbents within the PPO1 classification may be promoted to the Parole and Probation Officer 2 classification upon completion of the approved training and development plan. Possession of the required knowledge, skills, abilities, and certification at the higher level must be documented in an approved promotional appraisal form.

Edited: 7/24