



CLASSIFICATION NO. 483
Established: 1/79
Reactivated and Retitled: 7/08
FLSA: Non-Exempt
EEO: 4

PROBATION AND PAROLE OFFICER, SENIOR

CLASS CHARACTERISTICS

Under direction, to assist management with operational activities in the Field Services Division of the Department of Community Corrections; to lead the work of professional and administrative staff within assigned work groups; to perform the most complex professional Probation and Parole Officer casework; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Community Corrections is responsible for supervising adult offenders on parole or probation, including assessment, rehabilitative and restorative program services, and residential services (e.g. work release, electronic monitoring). The Department is currently under contract with the Sheriff's Department for management services.

The Probation and Parole Officer, Senior is the advanced journey level classification within the professional Probation and Parole Officer series, and leads the work of other staff within the department. Assignments are performed with significant independence of judgment on cases of exceptional difficulty.

The Probation and Parole Officer, Senior is distinguished from the Probation and Parole Officer 2 by performing the most complex casework and performing lead work responsibilities for a work unit. The Probation and Parole Officer, Senior further differs from the Community Corrections Supervisor which supervises the activities of a team of staff to provide services to adult offenders within Field Services and/or a Services Section.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists management staff with daily operational functions, including but not limited to reviewing reports, fielding emergency calls, and signing warrant requests.
2. Leads the work of staff in assigned work unit; trains and provides direction to Probation and Parole Officers and related staff on complex technical or procedural issues; assigns case loads and reviews decisions on difficult case problems; identifies training needs for work unit; assists in evaluating work performance; acts on behalf of the unit or program supervisor as directed.
3. Coaches staff on effective case management strategies and trains staff in the use of evidence based practices and motivational interviewing techniques.

4. Conducts interviews with clients to determine personal needs; formulates appropriate programs for each case to aid in client rehabilitation and maintains chronological case histories.
5. Conducts probation and parole pre-sentence investigations, intake interviews, and supervises diversion and community service cases.
6. Conducts follow-up interviews and investigates home conditions, personal adjustments, environment and other factors involved in making court reports for clients on probation and parole.
7. Under supervision, makes arrests, searches and seizures, transports prisoners, and does necessary follow-up and coordination of such activities with law enforcement agencies.
8. 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 probation/parole treatment plans in the case of each adult offender.
9. Interacts regularly with parole boards municipal, district, and circuit courts in both oral and written manner when testifying at hearings and when presenting facts and evaluations regarding client progress.
10. 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.
11. Prepares and dictates written reports, and is responsible for compilation and interpretation of a wide range of statistical and evaluative information regarding caseload.

REQUIRED KNOWLEDGE AND SKILLS

Advanced knowledge of: Methods and techniques related to management of probation and parole cases; evidence based practices and motivational interviewing techniques; department policies and procedures.

Thorough knowledge of: Principles and practices of human behavior and adjustment problems in adult offenders; basic concepts and principles of social and correctional case and group work; criminal laws and criminal justice system; availability of community and contract resources; departmental policies and procedures; case load management; parole board procedures; legal aspects of probation and parole; liability involved with exercise of limited peace officer powers; search and seizure; control of contraband; arrest procedures; self-defense; techniques of surveillance.

Skill to: Plan and coordinate the work of assigned staff; direct staff in continuous efforts to improve quality, productivity and effectiveness; develop creative strategies to respond to unusual and complex case management problems and situations; gather and evaluate information through interviews and 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 probation and parole and provide counseling and guidance 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; correctly determine appropriate time and procedures for exercise of law enforcement powers; establish and maintain effective working relationships.

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 three (3) years 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.

- Basic Certification for Probation and Parole Officers from the State of Oregon, Department of Public Safety Standards and Training (DPSST).
- Law Enforcement Data System (LEDS) certification.
- Valid First Aid/CPR Certification.

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.