



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Parole/Probation Officer - Basic  
Department: Community Corrections  
FLSA Status: Non-Exempt  
Job Code: 2755  
WC Code: 7720  
Effective Date: May 1, 1996  
Last Revised: September 24, 2013  
Pay Grade: F16  
Union: FOPPO

#### SUMMARY

Supervises individuals on parole or probation within the constraints of court orders; performs investigations and prepares written reports and recommendations regarding individuals falling under the jurisdiction of the court; does related work as required. An employee in this classification is responsible for monitoring individuals on parole or probation and for the preparation of related records and reports. Incumbents in this classification work under close supervision of the Probation and Court Services Supervisor in the preparation of court reports, execution of arrests, filing of detainers, etc. Incumbents, however, are expected to exercise considerable discretion and judgment in performing standard duties of supervising and monitoring the conditions of probation or parole. At this level, presentence investigations, violation and other reports ordered by the court require administrative review and co-signature. Supervision is not normally a responsibility of positions in this classification.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Reviews and outlines the conditions of parole or probation with offenders.
2. Maintains regular contact with offenders through office and home visits, contacts with employers, other agencies and individuals to ensure compliance with conditions of parole or probation.
3. Identifies and refers offenders to appropriate counseling and/or treatment programs.
4. Prepares and maintains necessary reports and files for assigned cases, including judgment orders, conditions of probation, chronological case notes and correspondence.
5. Prepares criminal records check; conducts presentence investigations and reports for the courts which include circumstances of the offense, criminal records, social history and sentencing recommendations.

6. Reports violations of imposed conditions; prepares affidavits, motions and orders for signatures; confers with the District Attorney in the preparation and presentation of violation hearings; prepares sentence recommendations.
7. Prepares miscellaneous court reports as requested, such as inmate evaluation, assistance and collateral contacts.
8. Testifies in court regarding reports and recommendations as required.

#### TYPICAL PROBLEMS ENCOUNTERED

The problems encountered generally revolve around the application and enforcement of conditions of parole or probation, including making decisions on whether to incarcerate or not, and recommendations regarding sentence dispositions. Other problems encountered require dealing with potentially hostile and violent persons and/or situations. Responding to these problems might necessitate referring to departmental policies and procedures, applicable federal and state laws, training and common sense.

#### SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Some knowledge of parole and probation practices and philosophy; federal and state laws pertaining to probation and parole; the criminal justice system; the concepts and principles of human behavior and adjustment problems in adult offenders; substance abuse. Communicate effectively both verbally and in writing; maintain composure and work effectively in emergency and/or crisis situations; work effectively with adult offenders, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply laws, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in criminology, law enforcement, psychology, sociology or closely related field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to such incidents as victim injury by probationer or parolee, false arrest and violation of civil rights.

#### JOB CONTACTS

This position requires working with probationer/parolees and their family members; the court system; law enforcement and other probation personnel; schools; social services agencies.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

#### OTHER SKILLS AND ABILITIES

The operation of standard office equipment including operation of a computer to utilize various software programs.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record; ability to obtain Board of Police Standards and Training Probation/Parole Certificate within 18 months.

### BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

This position requires working with criminal offenders who are potentially violent, mentally unstable, combative or under the influence of drugs/alcohol. Incumbents may also be exposed to contagious diseases while performing field work. Typically, minimal physical effort is required, excluding occasional combative situations. The position requires meeting deadlines established by the courts; uncontrollable work flow and frequent interruptions; the need to make quick decisions under pressure; and the need for accuracy and attention to detail in the preparation of court documents. The position is always on call to respond to situations concerning probationer/parolees. Calls to the incumbent's home are frequent, while the requirement to return to work is occasional.

### PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to stand, walk, run, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>