



# 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: Community Corrections Case Specialist  
Department: Community Corrections  
FLSA Status: Non-Exempt  
WC Code: 9410  
Effective Date: November 1, 2001  
Last Revised: August 29, 2019  
Pay Grade: A14  
Union: AFSCME

#### SUMMARY

Under the direction of a Community Corrections Program Supervisor, this paraprofessional position will perform specialized duties and functions related to the implementation of programs offered to offenders by this department. The work requires considerable knowledge of specialized programs, especially as they relate to the criminal justice system. Duties and functions performed will assist professional and program staff in the administration of Field Services, Treatment Services, Custody Alternative Programs, and Administrative Support. Work is frequently reviewed for compliance with court orders, departmental policies and procedures and state and federal law. Employees in this position must be able to work as part of a supervision and treatment team and may be required to work a flexible schedule.

#### 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. Assist professional staff in conducting individual, group and educational counseling services to meet the special needs of correction's offender.
2. Under the direction of a Community Corrections Program Supervisor, perform offender assessments; home detention intakes and hook-ups, as well as releases and disconnections; and provide direct offender services including work crew assignments.
3. In collaboration with a certified parole and probation officer, provide case aide services on specialized caseloads such as those related to sexual offenders and domestic violence offenders. Services may include victim contact and referrals; data collection and entry; interface with other agencies; and other duties as deemed necessary by the supervising officer.
4. Coordinates with professional staff and allied agencies in the provision of services.
5. Obtain breath tests and urinalysis samples from offenders for detection of alcohol or illicit drug use.

6. Assist professional staff in the assessment, supervision and monitoring of corrections offenders as it relates to the offender's participation in a Community Corrections Program. Offenders are potentially violent, mentally unstable, combative, and may be under the influence of drugs or alcohol.
7. Gathers information and prepares letters of non-compliance, violation reports and furnishes other relevant information to professional staff and to courts.
8. Assess work project requests, and define daily work orders. Collaborate with agency supervisors to determine daily project descriptions. Estimate equipment, materials and time required to complete individual projects. Disseminate work orders to Work Crew Coordinators. Determine appropriate work projects for crew workers considering physical limitations and available resources.
9. Perform and/or demonstrate grounds-keeping, landscaping, construction, maintenance, and other functions as necessary to crew members; instruct workers in the proper work procedures and use of tools and equipment; and enforce safety procedures and work crew rules.
10. Transport workers, supplies and equipment to and from work sites and assist injured workers in obtaining medical attention.
11. Purchase program equipment, and perform and/or supervise general maintenance on all tools and equipment.
12. Participates in staff meetings, case staffing, special projects, and training events.
13. Gathers, records and submits accurate, timely and complete data for the offender file system database and program evaluations.
14. Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

#### 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. Knowledge of probation and parole practices and philosophy; federal and state laws pertaining to adult and juvenile criminal justice systems; concepts of human behavior and adjustment problems in adult and juvenile offenders; and issues related to substance abuse and treatment. Ability to use landscape equipment including chainsaws, mowers, edger's etc.

#### EDUCATION AND EXPERIENCE

Associate's Degree in criminology, criminal justice, human services, law enforcement, psychology, sociology, or a closely related field; and supplemented with one year experience; or an equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the described duties. Will require a minimum of 20 hours of annual training.

#### 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

The position requires working with individuals referred to Community Corrections Programs, the court system, law enforcement, adult and juvenile parole and probation officers, contracting agencies, social service agencies and community services agencies around the state and country.

#### LANGUAGE SKILLS

Ability to read and comprehend documents such as court orders, safety rules, policies and procedures, and Oregon Revised Statutes. Ability to write routine reports correspondence and keep accurate records; communicate effectively both verbally and in writing; maintain composure and work effectively in emergency and crisis situations; communicate effectively with hostile adult and juvenile offender, law enforcement personnel, social services agencies, treatment providers, and the general public.

### MATHEMATICAL SKILLS

Ability to add and subtract three digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

### 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.

### OTHER SKILLS AND ABILITIES

Utilizing computer software to access/update files and to generate reports; the operation of standard office equipment.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. .

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position primarily is conducted within a standard office environment, however, the employee may be exposed to contagious diseases and bodily fluids. Position requires direct contact with adult and juvenile offenders and their families, both in an office setting, out in public and at their residence. Also, contact with the adult and juvenile court system, law enforcement, social service agencies, and treatment providers.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee may be exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme heat; and vibration. The noise level in the work environment is usually moderate to loud as crew members will be required to use equipment such as lawn mowers and weed removal equipment. Litter patrol crew would encounter traffic noise.

Employees must be willing to work a flexible schedule. This position requires meeting deadlines, uncontrollable work flow and pressure, and the need for accuracy and attention to detail in preparing progress notes, correspondence and court reports.

### PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

**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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 45</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" 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"/>