Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Parole/Probation Program Supervisor
Department:	Community Corrections
FLSA Status:	Exempt
JWC Code:	8810
Effective Date:	July 1, 2010
Last Revised:	October 1, 2015
Pay Grade:	NU 20
Union:	Non-Union (Supervisory)

SUMMARY

Responsible for the supervision and management of the daily activities of the Community Corrections Field Services Unit, which administers parole, post-prison and probation supervision. Work is performed under the general direction of the Community Corrections Director who reviews work primarily on the basis of results attained and for conformance to departmental goals, policies and procedures, as well as to state and federal regulations. May supervise individuals on parole or probation within the constraints of court orders including performing investigations, preparing written reports and making recommendations regarding individuals falling under the jurisdiction of the court.

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. Supervises employees including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions.

2. Provides technical and/or professional assistance to, and problem solves with, staff on difficult cases as necessary.

3. Evaluates, develops and recommends department policies and procedures for areas of responsibility.

4. Represents the department at various meetings which may include the Local Public Safety Coordination Council, Supervisory Authority Board, Drug Court Steering Committee, and the Oregon Association of Community Corrections Directors as assigned by the Director.

5. Participates in the preparation and implementation of the County's Community Corrections Plan, which includes development of a comprehensive and strategic plan based upon criminal justice and public input.

6. Monitors and assists in meeting the terms of the intergovernmental agreement with the State Department of Corrections. Assists in meeting required outcomes.

7. Participates as part of the department management team in planning for program development and implementation, and staffing and budgetary concerns.

8. As assigned, provide supervision to individuals on parole or probation within the constraints of court orders including performing investigations, preparing written reports and making recommendations regarding individuals falling under the jurisdiction of the court.

9. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises 5-15 Parole/Probation Officers in the Field Services Unit, and may provide general oversight for home detention, and supervisory authority. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; effectively recommending on hiring, rewarding and disciplining employees; addressing complaints and resolving problems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent in criminal justice or related field; and five years related experience and/or training; or equivalent combination of education and experience. Requires thorough knowledge of the criminal justice system, including parole and probation practices and philosophy, principles and methods of modern corrections administration; federal, state and case law pertaining to community corrections; the concepts and principles of human behavior and adjustment problems in adult offenders; and substance abuse issues. Considerable knowledge of the principles of supervision and personnel practices. Some knowledge of budgeting and recordkeeping preferred. Knowledge of Defensive Tactics, Firearms, Safety, and Survival Skills preferred. Experience in Specialty assignments including Sex Offender Supervision, Domestic Violence, Gender Specific, and Drug Court also preferred.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, and public embarrassment.

JOB CONTACTS

This position requires working with individuals on parole and probation. The incumbent must work closely with the courts, law enforcement personnel, service providers, and other agencies to address the needs of the community in regards to issues involving individuals accused or convicted of criminal behavior.

LANGUAGE SKILLS

Ability to explain state and federal regulations and requirements, while being sensitive to the needs, feelings and attitudes of the public. Also required to effectively deal with hostile probationers and parolees ad defuse explosive situations. Ability to plan, organize and direct the work of others to meet overall objectives and goals; assist in formulating, goals, objectives and programs to address the needs and concerns of the community; communicate effectively both verbally and in writing; establish and maintain a positive working relationship with criminal justice partners and service providers. Ability to research and prepare grant applications and other written documents; read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; and effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to interpret and apply laws, regulations and court decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to maintain composure and calm others in emergency situations. Incumbent encounters multiple situations around the application and enforcement of the conditions of supervision, arrest, use of force, detention of offenders without bail, recommendations regarding sentence dispositions, personnel issues and fiscal constraints. Responses to these problems may require referring to departmental policies and procedures, federal and state law, case law, and judicial and community standards.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have Parole and Probation Officer certification from DPSST.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime may 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. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

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.

PHYSICAL REQUIREMENTS

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