



TITLE: PROBATION OFFICER AIDE	CLASSIFICATION: PROBATION OFFICER AIDE
DEPARTMENT: DEPARTMENT OF COMMUNITY JUSTICE	DIVISION: ADULT
PAY RANGE: OPEU 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: December 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs professional corrections casework, supervising and managing activities of adult misdemeanor and/or felony offenders for Department of Community Justice or court services. Contacts family members, employers, law enforcement agencies, civic groups, and public agencies as they pertain to individual clients. Prepares reports regarding client background and progress while under supervision of corrections manager, or other probation officers. Duties include backup to adult pre-trial release program, coordinating community service, intake officer, managing the Ready to Work Program and other similar activities.

SUPERVISION RECEIVED:

Works under supervision of the Corrections Manager, Program Supervisor, or a Probation Officer.

SUPERVISION EXERCISED:

Supervision of other employees is not responsibility of this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Develops programs to enhance client opportunities to work on behalf of their own social rehabilitation.
- Conducts personal interviews with clients to ascertain needs.
- Maintains chronological case history.
- Confers with families, schools, agencies, spouses, employers, and others relative to client needs.
- Conducts interviews and investigations of clients on probation or corrections parole.
- Presents facts and evaluations to courts.
- Carries out disposition ordered by court or other adjudicating agencies.
- Confers with supervisor, other agencies, schools, churches, public health agencies, law enforcement agencies, business and others relative to individual cases in outlining treatment and care programs.
- Monitors client performance with other agencies and programs.

JOB SPECIFICATION

KNOWLEDGE OF:

- Court procedures and processes.
- The criminal justice system; of the concept, intent, and philosophy of community corrections program or juvenile justice program.
- Behavior and adjustment problems in offenders.
- Various counseling techniques (i.e., motivational interviewing, etc.).

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining appropriate, relevant professional relationships.
- Effectively communicating orally and in writing.

ABILITY TO:

- Conduct thorough background investigations.
- Prepare clear and concise reports and to prepare findings in an objective and professional manner.
- Effectively deal with behavior and adjustment problems of adult or juvenile offenders.
- Establish and maintain effective working relationships with clients, volunteers, civic groups, the general public, public officials, agencies, coworkers and management.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two years' college training is required. Bachelor's degree from an accredited school in related field preferred. For Department of Community Justice, course study in a field related to corrections is preferred; for Pretrial Services Officer, course study in behavioral or social sciences is preferred. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Good moral character and ability to obtain LEDS certification.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

This position does not have power to arrest, and is not considered as a probation or parole officer. State certification with the Department of Safety Standards and Training (DPSST) is not required.

In the Department of Community Justice, this position is considered similar to positions such as intake worker, work crew supervisor, community service supervisor, ADES evaluators, and DUII evaluators.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.