

LANE COUNTY  
F022  
F023  
Established 3/94  
Revised: 12/26/96  
Updated: 08/23/06  
Updated: 09/14/07

## **PAROLE/PROBATION OFFICER 1 PAROLE/PROBATION OFFICER 2**

### DEFINITION

To provide supervisory and investigative services to individuals recommended for placement under supervision by releasing authorities, e.g., Courts, Board of Parole and Post Prison Supervision, Department of Corrections, local supervisory authority, and the Psychiatric Security Review Board.

### CLASS CHARACTERISTICS

Parole/Probation Officer 1: This is an entry level class in the Parole/Probation Officer series. This class is distinguished from the Parole/Probation Officer 2 by the performance of work under direct supervision. Receives formal on-the-job training in managing a caseload of clients in the correctional process, including treatment planning, resource utilization and management, individual and group counseling, and coordination and delivery of client programs.

Parole/Probation Officer 2: This is the full journey level class within the Parole/Probation Officer series. Employees in this class manage a full caseload of clients in the correctional process as described above. Employees are also given special assignments and are responsible for independently supervising conditionally released adult felony offenders and monitoring their compliance with the conditions of their release.

### SUPERVISION RECEIVED AND EXERCISED

#### Parole/Probation Officer 1

Receives general supervision from assigned supervisory and/or management personnel.

#### Parole/Probation Officer 2

Receives direction from assigned supervisory and/or management personnel.

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Parole/Probation Officer 1 & 2 (continued)

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

Conducts specific types of investigations and prepares written reports for the courts, Parole Board, and other correctional entities.

Plans, develops, implements, monitors and adjusts client treatment programs during counseling process.

Prepares and maintains current case records of each client.

Prepares and submits progress reports on each individual under supervision, and maintains chronological records of all contacts and discussions.

Maintains favorable community relations and support through contact with civic groups, public and private agencies, and the general public.

Identifies substance abuse cases, implementing appropriate surveillance programs including drug/alcohol counseling and therapy.

Develops programs to enhance clients' opportunities to work on behalf of their own social rehabilitation.

Works in conjunction with law enforcement agencies, employers, employees, family members, public officials, civic groups, and public agencies to solve client problems.

Performs liaison with parole boards, work release, public defender, and other agencies to maintain and improve communications relative to clients' institution and release programming.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Parole/Probation Officer 1

Knowledge of:

Community resources, services and programs provided.

Analytical processes and methodology.

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Parole/Probation Officer 1 & 2 (continued)

Knowledge of (Parole/Probation Officer 1) (con't)

Social/Behavioral sciences including abnormal behavioral patterns.

Intervention and counseling techniques and procedures.

Human relations and the procedures used in dealing with the public as part of a service or program.

Criminal law and the justice system.

Law enforcement, constitutional issues, and corrections programs geared toward rehabilitation, and reformation.

Ability to:

Assess and evaluate behavior and information, and provide a thorough analysis of findings and recommendations.

Deal effectively with persons of varying socioeconomic racial/cultural backgrounds.

Work within deadlines and prioritize work.

Adjust program operations to meet changing needs and agency requirements.

Respond to emergency or conflict situations in a calm manner.

Communicate with groups or in a one-on-one basis with a variety of individuals, and provide testimony in court.

Write clear and concise reports.

Effect the arrest, search, detention, investigation and/or transportation of offenders.

Establish and maintain effective working relationships with those contacted in the course of work.

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Parole/Probation Officer 1 & 2 (continued)

Experience and Training

Training:

Equivalent to the completion of a Bachelor's degree in behavioral science, criminal justice, or a related field.

Experience:

At least one year of responsible experience providing services to offenders in corrections, law enforcement, treatment, or social services.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Parole/Probation Officer 2

In addition to the qualifications for Parole/Probation Officer 1:

Knowledge of:

Advanced group and individual counseling techniques and processes.

Procedures for arrests, searches, detention, investigations and transportation of offenders.

Ability to:

Defuse aggressive offenders.

Make immediate decisions when dealing with crisis situations.

Work independently and prioritize a large caseload while meeting deadlines.

Experience and Training

Training:

Equivalent to the completion of a Bachelor's degree in behavioral science, criminal justice, or a related field.

Experience:

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Parole/Probation Officer 1& 2 (continued)

Two years of responsible experience providing services to offenders in corrections, law enforcement, treatment or social services. One year of this experience must have been in corrections or law enforcement.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Certification and License Requirements

Possession of a current Oregon driver's license at the time of appointment is required. Candidates for Parole/Probation Officer 1 must successfully apply for and be issued Parole/Probation certification with the Oregon Board on Public Safety Standards and Training within one year of appointment. Candidates for Parole/Probation Officer 2 must possess this certification at the time of appointment.

Deminimus change to abilities approved by County Administrator 09/14/07.

Deminimus changes to training and experience approved by County Administrator 8/23/06.