

LAKE COUNTY DEPARTMENT of COMMUNITY JUSTICE- Adult Services

PROBATION AND PAROLE OFFICER

DEFINITION:

Perform duties of PPO as defined in ORS 181.610 (13), 137.620, and 137.630. Counsel adult probation, pps, and parole offenders; conduct needs and risk assessments and develop supervision plans; monitor probation and parole compliance and maintain caseload records.

SUPERVISION RECEIVED:

Receives close supervision from the Director and the Lead Probation Officer from within the Community Justice Department.

SUPERVISION EXERCISED:

May exercise supervision over aides or other personnel.

EXAMPLES OF PRINCIPAL DUTIES: Duties may include, but are not limited to, the following:

1. Interview adult offenders on probation or parole to assess client needs; assess social, emotional, and economic status and refer clients to community agencies if needed; counsel clients on probation/pps/parole procedures and personal problems; counsels clients in establishing personal goals and plans; and confer with clients' families.
2. Maintain regular contact with clients and monitor activities; offer continuing assessment and counseling according to clients' needs and progress; monitor progress of meeting probation/parole conditions such as fines, restitution, enrollment in drug or alcohol treatment programs; contact service agencies, employers and client's families.
3. Provide counseling services to jail inmates; interview inmates, assesses needs, work with inmates to determine treatment goals, and refer inmates to county and community resources if needed.
4. Write reports for and confer with courts on client probation/parole compliance; report violations and changes in status; process early termination and bench probation requests to courts.
5. Prepare pre-sentence reports for courts; investigate offender's legal case and personal background; and make recommendations on sentencing requirements.

6. Attend court hearings; document, testify and make recommendations at probation/pps/parole compliance hearings; testify at pre-sentence hearings.
7. Maintain records of client casework, including interviews, assessments, services provided, and probation/pps/parole progress.
8. Participate in service resource development for client treatment and in service evaluation programs.
9. Conduct arrest and search procedures in the office and field.
10. May carry firearm for self-defense while performing duties as described in ORS and according to department policy
11. Attend staff meetings, professional conferences, and training programs; network professionally with criminal justice agencies and treatment providers.
12. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of behavior and adjustment problems of adult criminal offenders; considerable knowledge of the adult criminal justice system, including sentencing and probation and parole procedures; considerable knowledge of interviewing and behavioral and probation/parole counseling techniques; considerable knowledge of caseload management; basic knowledge of service resource development.

Ability to investigate cases and objectively evaluate information; ability to assess personal needs of adult offenders and determine treatment plans; ability to maintain accurate and complete casework records; ability to communicate effectively both orally and in writing with individuals of varying backgrounds, including offenders, court and law enforcement personnel, and the general public; ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds; ability to work without direct supervision; ability to meet deadlines and schedule time efficiently; ability to work effectively in stressful situations; ability to work as a team member and share knowledge and skills.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in corrections, criminal justice, counseling, social work or related fields; at least two years responsible experience in probation/parole counseling, corrections, or social service counseling; any satisfactory equivalent combination of experience and training may be accepted.

LICENSE AND CERTIFICATES:

Ability to secure and maintain a driver's license valid in the State of Oregon at the time of appointment.

Ability to secure and maintain Probation and Parole Certification from DPSST. Initial Basic certification must be obtained within one year of appointment.