



# UNION COUNTY BOARD OF COMMISSIONERS

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## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Case Aide                      **FTE:** Part-time (19 hours/week)

**DEPARTMENT:** Parole & Probation

**OPENING DATE:** October 6, 2017

**CLOSING DATE:** October 20, 2017

**SALARY:** \$15.00 per hour

**DUTIES:** As directed, assists Parole and Probation Officers with a variety of duties related to the supervision of offenders to include; receiving visitors, answering general questions, reviewing case files, drafting letters or court documents, maintaining accurate records, filing confidential and legal documents and supporting a variety of projects in conjunction with the department's mission.

**QUALIFICATIONS:** Knowledge of behavior and adjustment problems of adult offenders; ability to conduct personal interviews and assessment techniques; knowledge of the criminal justice system including probation and parole; knowledge of caseload management; knowledge of community resources available to adult offenders. Ability to access and interpret data in various computer databases; ability to work independently with minimal supervision; ability to maintain accurate and complete records; ability to compose accurate concise objective reports; ability to communicate effectively both orally and in writing with individuals of varying backgrounds and abilities; and ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds.

High School Diploma or equivalent; **AND** two years post-secondary education; **OR** two years of experience in corrections, criminal justice, social work or a related field; **OR** any equivalent combination of experience, education and/or training relevant to the position. Possess a valid Oregon driver's license with acceptable driving record; may require certification in LEDS database operation. First Aid Certificate and CPR Certification, pass a criminal background check.

### **SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

**APPLY:** Union County Community Corrections Department  
1007 4<sup>th</sup> Street, Suite 2C  
La Grande, OR 97850

**Application Available at:** <http://union-county.org/administrative-services/employment/>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

# UNION COUNTY

## Job Description

**JOB TITLE:** Case Aide Parole and Probation    **DEPARTMENT:** Community Corrections

**APPROVED BY:** Community Corrections Director    **DATE:** 10/5/2017

**Part Time:** 19 Hours a week

**Pay Rate:** \$15.00/Hour

**PURPOSE OF POSITION:** As directed, assists Parole and Probation Officers with a variety of duties related to the supervision of offenders to include; receiving visitors, answering general questions, reviewing case files, drafting letters or court documents, maintaining accurate records, filing confidential and legal documents and supporting a variety of projects in conjunction with the department's mission.

### **ESSENTIAL JOB FUNCTIONS:**

Answers phone calls and directs caller to appropriate party or provides general information.

Organizes and files documents in case files, and maintains confidential information.

Monitors offenders' behavior, participation and compliance with programs as ordered by the supervising officer.

Attend statewide trainings to stay up to date on Evidence Based Practices.

Supports information collection and compilation for report requests from department staff and community.

Prepares reports as directed by Probation Officers, including observations, behavior summaries, travel permits, action plans, etc.

Collects urine specimens and other samples for substance or DNA testing.

Performs other related duties as necessary to carry out the objectives of the position.

### **JOB QUALIFICATION REQUIREMENTS:**

Knowledge of behavior and adjustment problems of adult offenders; ability to conduct personal interviews and assessment techniques; knowledge of the criminal justice system including probation and parole; knowledge of caseload management; knowledge of community resources available to adult offenders.

**JOB TITLE: Case Aide**

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**JOB QUALIFICATION REQUIREMENTS (Continued)**

Access and interpret data in various computer databases. Work independently with minimal supervision. Ability to maintain accurate and complete records; ability to compose accurate concise objective reports; ability to communicate effectively both orally and in writing with individuals of varying backgrounds and abilities; and ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds.

**MANDATORY REQUIREMENTS:**

High School Diploma or equivalent; **AND** two years post-secondary education; **OR** two years of experience in corrections, criminal justice, social work or a related field; **OR** any equivalent combination of experience, education and/or training relevant to the position.

Possess a valid Oregon driver's license with acceptable driving record; may require certification in LEADS database operation. First Aid Certificate and CPR Certification, pass a criminal background check.

**PHYSICAL DEMANDS OF POSITION:**

This position requires the ability to frequently sit, stand, communicate, reach and manipulate objects, tools and controls; the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required while operating such equipment as computer keyboards and motorized vehicles.

**WORK CONDITIONS:**

**This is a part time position, 19 hours a week.**

Work conditions include normal office settings, indoor and outdoor environments, including travel to and from the office. Contact with individuals who may be hostile, abusive and under the influence of drugs/alcohol, mentally ill or who have communicable diseases.

**SUPERVISION RECEIVED:**

The employee in this position reports to the Union County Community Corrections Director. They assist Parole and Probation Officers I and II in the supervision of adult offenders on probation and/or parole, and will receive and report on general supervision expectations from Parole and Probation Officers I or II when assisting those officers.