



# 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 (24 to 30 hours per week)

**DEPARTMENT:** Parole & Probation

**SALARY:** \$15.00 per hour

**OPENING DATE:** August 30, 2019

**CLOSING DATE:** September 16, 2019

**DUTIES:** As directed, assists Parole and Probation Officers and the Union County Treatment Court Coordinator with a variety of duties related to the supervision of offenders and monitoring of their progress in the Treatment Court Program 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 both program's mission statements.

**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. The successful candidate must pass a criminal background check and drug screening.

**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:** Parole and Probation Case Aide

**DEPARTMENT:** Community Corrections

**APPROVED BY:** Community Corrections Director

**DATE:** 08/27/19

**Part Time:** 24-30 Hours a week

**Pay:** \$15.00/Hour

**PURPOSE OF POSITION:** As directed, assists Parole and Probation Officers and the Union County Treatment Court Coordinator with a variety of duties related to the supervision of offenders and monitoring of their progress in the Treatment Court Program to include; data entry, 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 both organizational mission statements.

### **ESSENTIAL JOB FUNCTIONS:**

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

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

Attend Treatment Court staffing meetings, court proceedings, and other meetings, as a member of the Union County Treatment Court team.

Responsible for ensuring that all Treatment Court participants have equal access to services that are ancillary to substance abuse.

Will work with the Treatment Court team to identify the various ancillary needs of the participants and then assist the participants in accessing these services. These services include, but are not limited to the following:

- Employment counseling and assistance;
- Applying for public assistance, when needed;
- Parenting education;
- Child care;
- Education and job training;
- Medical and dental care;
- Assistance in applying for health insurance;
- Transportation;
- Housing;
- Mentoring and alumni groups; and Aftercare



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**ESSENTIAL JOB FUNCTIONS-CONTINUED:**

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

Documents urinalysis test results, and other interaction with offenders.

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

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

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

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.

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.

**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 LEDS database operation. First Aid Certificate and CPR Certification, must pass a criminal background check and drug screening.

**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

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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:**

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 officer's 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 officer's I or II when assisting those officers.