



# UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner  
Paul Anderes, Commissioner  
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001

FAX (541)963-1079

TTY 1-800-735-1232

## NOTICE OF JOB OPENING

Recruitment is open to all that 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:** Parole/Probation Officer I  
Union County Community Corrections

**OPENING DATE:** April 20, 2023

**CLOSING DATE:** Open Until Filled – First Screening May 4, 2023

**SALARY:** Range 18 (\$4376 - \$5942/month) with benefits

**FTE:** 1.0 FTE (40 hours per week)

**PURPOSE OF POSITION:** This is the entry level of a two level classification. It is distinguished from the higher level by the amount of supervision received and the level of discretionary decision making allowed. A certified parole/probation officer, supervises adult felony and misdemeanor offenders under the jurisdiction of Oregon State Courts, the Oregon Board of Parole and Post-Prison Supervision, Oregon Interstate Compact, or a County Supervisory Authority.

**ESSENTIAL JOB FUNCTIONS:** Manage a caseload of adult felony and misdemeanor offenders. Review court judgments or parole/post-prison supervision orders and general supervision conditions and requirements with offenders. Monitor and verify compliance with release conditions including electronic surveillance and program participation. Assess, counsel and refer offenders to appropriate treatment sources. Maintain electronic and paper files, recording and updating information as required. Prepare reports and make recommendations to releasing authority. Make arrests, conduct searches, transport offenders as necessary. Conduct various investigations (e.g. transfer, violation, presentence). Testify in court and administrative hearings. Conduct LEDS/NCIC record checks.

**AUXILIARY JOB FUNCTIONS:** Participate in training, attend departmental meetings. Respond to public inquiries as related to the supervision of assigned offenders. Interact with other members of the criminal justice and treatment communities. Operate computers and specialized software. Maintain work areas in a clean and orderly manner.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.**

**JOB QUALIFICATION REQUIREMENTS:** A bachelor's degree in behavioral science, corrections or a related field, with course work in behavioral science or corrections.

**OR**

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An associate degree in social services, such as Mental Health, Human Services, or Social Science, and two years of experience in a social service, rehabilitative or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.

**MANDATORY REQUIREMENTS:** High school diploma or an equivalent General Education Diploma Certificate. Must obtain valid Oregon driver's license within 30 days of appointment. Must satisfactorily complete DPSST Basic Parole/Probation Officer Course and receive certification within one (1) year of initial hire date.

**DESIRABLE REQUIREMENTS:** Current DPSST Basic Parole/Probation Officer training certification and experience as a parole/probation officer, police officer, reserve or volunteer.

**SPECIAL REQUIREMENTS/LICENSES:** Must satisfactorily complete DPSST Basic Parole/Probation Officer Course and receive certification within one (1) year of initial hire date.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to ten (10) pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, copy machine, motorized vehicle, firearms, etc. Incumbent may be required to deal with violent and combative individuals, requiring considerable physical effort.

**WORKING CONDITIONS:** Work locations are in all types of indoor and outdoor environments. Contact with individuals who may be violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates County vehicle and may be required to sit for extended periods while performing various duties. Must be available to work some evenings and weekends.

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

**Application Instructions:** Please complete county application in your own hand writing.  
Please submit a resume with the application form.

Applications available at <https://union-county.org/administrative-services/employment/>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**