



JOB DESCRIPTION

Title	Lieutenant, Parole & Probation	Created	July 2011
Department	Sheriff's Office	Revised	
Job Class	M 8	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Direct the day-to-day operation of the Clatsop County Sheriff's Office Parole and Probation Division. Supervise assigned parole and probation officers and support staff. Develop and implement probation office policies and procedures and programs to meet the changing needs of client populations, operational demands and in accordance with established law, regulation and policy. Provide project management and development of community corrections plan and budget for the Oregon Department of Corrections and Sheriff's Office. Provide documentation of performance outcomes and other data as required by the Sheriff's Office and Oregon Department of Corrections. Lieutenant serves as a member of the Sheriff's Office management team.

Receives direction from the Chief Deputy and Sheriff.

Essential Functions

- Perform all aspects of supervision of assigned staff including assigning and reviewing work, evaluating performance, training, resolving employee grievances, taking/ recommending necessary disciplinary action to include financial discipline and effectively recommending on hiring and termination decisions.
- Develop, prepare and monitor the division budget including statistical analysis, planning and program evaluation and development. Evaluate the viability of contracting services.
- Develop and prepare the Community Corrections Plan. Review and authorize local control warrants and post-prison supervision orders on behalf of the Clatsop County Supervisory Authority (Sheriff).
- Professionally represent the office in complex and sensitive negotiations and maintain effective working relationships with government officials, staff and the public.
- Responsible for ensuring contracts, intergovernmental agreements, letters of agreement and other legal agreements are properly negotiated, developed and administered.
- Serve as an active member of pertinent boards or commissions such as the Local Public Safety Coordinating Council and Oregon Association of Community Corrections Directors. Foster a fully functioning working relationship with local law enforcement agencies.



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- Coordinate and conduct employee training, particularly in areas of statutory responsibility, legal liability, evidence-based practices and office policy and procedure
- Conduct the management of day-to-day operations of field services and the Day Reporting Program.
- Ensure appropriate treatment of offenders under direct supervision of position and those under the supervision of field services staff.
- Audit and aid in development of offender and client case plans
- Establish and maintain the schedule of Parole and Probation Officers and support staff.
- Perform program monitoring and development.
- Participate in the development of division policy, programs and procedures.
- Conduct interagency coordination.
- Provide caseload management services.
- Participate in training, attend departmental meetings, interact with other members of the criminal justice and treatment communities, and operate computers and specialized software.
- May conduct arrests, searches and offender transports and perform other duties as assigned.
- Participate in training.

Mandatory Qualifications

Requires a Bachelor's degree in a behavioral science, criminal justice or related field and a minimum of five (5) years of experience in a social service, rehabilitative, correctional or law enforcement program, or an Associate's degree in behavioral science, criminal justice or related field and five (5) years supervisory or management experience in a law enforcement, corrections or parole and probation program or a satisfactory combination of education, training and experience. The employee in this position must possess or be eligible to obtain an advanced Parole and Probation certificate, Supervisory certificate and Mid-Management and Executive certificate from the Department of Public Safety Standards and Training within two years of appointment.

Must have knowledge of the principals of staff supervision; program administration and management; long- and short-range planning. Able to provide leadership to professional staff; make professional decisions and to work effectively and efficiently without direct supervision or guidance; meet deadlines and schedule time efficiently; work as a team member and share knowledge and skills.



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Broad knowledge of adult behavior and adjustment problems and related treatment methods, probation practices and philosophy, the laws and regulations governing the operation of adult probation programs and the criminal justice system.

The employee in this position must maintain qualification in firearms. Must have a demonstrated knowledge and ability to manage complex casework and knowledge of supervisory responsibilities. Certification of Law Enforcement Data System (LEDS) required within one year after appointment.

Demonstrated ability to work with confidential information and perform as a team member with minimal supervision. All applicants for this position must possess a valid first-aid and CPR card as well as possess and maintain driving privileges in the State of Oregon.

Must have the ability to communicate at many different levels from directors of agencies and government officials to clients and their families. Must be able to communicate directives and policies to staff as well as the public. This includes providing training, presentations, casual conversations and participation in committees, boards and meetings.

Prior to appointment, successful applicant will be subject to an extensive background check. Selected applicant must successfully complete a department approved psychological exam including a recommendation for employment from the evaluator.

Desired Qualifications

Previous supervisory experience and training is desirable. Bi-lingual in both English and Spanish languages is desirable. Graduate degree is desirable.

May be required to meet all DPSST requirements for Correctional Officer Certification, and complete certification within one year of initial appointment.

Physical Demands

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and 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. The incumbent may be required to move and physically control adults on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

Working Conditions

The majority of the work period occurs in typical office conditions. However, work locations include all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, are mentally ill, or who have communicable diseases. Employee is subject to 24-hour emergency call-back and must be available at all times of the day, including weekends and holidays.



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Supervisory Responsibility

The employee in this position is responsible for supervising up to 10 FTE. Hire/fire authority (or effectively recommend), evaluate performance and sign performance evaluations, respond to grievances, assign, review, and oversee work of others, budget authority for Parole and Probation Division.

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.

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