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| **WORKING TITLE:**<br>PROBATION OFFICER INTERN | **CLASSIFICATION:**<br>PROBATION OFFICER INTERN |
| **DEPARTMENT:**<br>DEPARTMENT OF COMMUNITY JUSTICE | **DIVISION:**<br>ADULT |
| **PAY RANGE:** OPEU 4 | **FLSA CATEGORY:** NON-EXEMPT |
| **PHYSICAL REQUIREMENTS:** ATTACHED | **WORKERS COMP CODE:** 7720 |
| **PPE:** PER WORK LOCATION | **REVISION DATE: SEPTEMBER 2014** |

# JOB DESCRIPTION

***GENERAL STATEMENT OF DUTIES***:
Performs professional correctional casework under direct supervision of a Probation Officerand/or corrections manager. Monitors offender behavior, participation, and compliance with court-ordered programs, etc. Contacts family members, employers, law enforcement agencies, civic groups, and public agencies as they pertain to individual offenders. Prepares reports under direction of the supervising officer as requested and needed. Performs work related to offender supervision in conjunction with a case plan developed by a supervising officer.

***SUPERVISION RECEIVED***:
Works under direct supervision of a Probation Officer or Corrections Manager. This position does not directly supervise offenders, has no arrest authority, and is not a sworn or certified probation/parole officer position.

***SUPERVISION EXERCISED***:
Supervision of other employees is not a responsibility of this classification. Supervision exercised is limited to carrying out the directions of staff members.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Monitors offender participation in programs as required by supervising authority.
- Conducts personal interviews with offenders under direction of supervising officers; maintains chronological case histories; confers with other staff members, family members, employers; interviews offenders in jail as directed.
- Confers with supervisors, other agencies, schools, churches, public health agencies, law enforcement agencies, business, and other programs relating to individual offender needs to help outline treatment and care programs.
- Completes tasks as assigned by other corrections employees.
- Performs clerical duties of supervising officer or other corrections staff as directed.
- Conducts criminal history checks through the law enforcement data system and motor vehicle department records inquiries.

- Monitors offender urinalysis.

## JOB SPECIFICATION

**KNOWLEDGE OF:**

- The criminal justice system is helpful, but not necessary.

**SKILL IN:**

- Communications, observation and interviewing techniques.
- Preparing comprehensive, accurate and clear reports.
- Communicating effectively, both orally and in writing.

**ABILITY TO:**

- Write clear and concise reports, and to present findings in an objective, professional manner;
- Communicate orally and in writing; ability to maintain complete and accurate records.
- Establish and maintain effective working relationship with offenders, volunteers, civic groups, general public, co-workers, public officials, and other agency members as needed.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

This position is primarily designed as a training position for college students enrolled in law enforcement or social service fields; a college degree is not required. No prior experience required. This position is considered a part-time, temporary, limited duration training position, limited to students enrolled in corrections, social service or related training fields. There are no academic requirements except for at least one year of college credit. Termination from college or academic training is automatic termination from this position.

**SPECIAL REQUIREMENTS:**

Must possess a valid Oregon driver's license; may be required to drive to treatment agencies, offender homes, other cities, etc. Must have no criminal history that would preclude certification on the law enforcement data system, and no prior history that would preclude eventual certification by the board on police standards and training as a probation officer.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver’s license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver’s license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of

that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*