

LINN COUNTY CLASSIFICATION

TITLE: LIEUTENANT - PAROLE & PROBATION DIVISION
NUMBER: 698b **APPROVAL ORDER**
PAY RANGE: 22 **NUMBER: 2001-335**
CATEGORY: MANAGEMENT/EXEMPT **DATE: July 3, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory and administrative work in the management of the Parole and Probation Division, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Sheriff and Undersheriff who define responsibilities and policies. Work is reviewed regularly for adherence to proper procedures and for effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Parole & Probation Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining unit and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work for completeness.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, direct and assign work to personnel assigned to the Parole & Probation Division.
2. Make budget recommendation for the Parole & Probation Division, supervise the preparation and maintenance of complex and detailed records and reports for the Division.
3. Participate in the selection of personnel; participate in investigations of alleged misconduct of assigned personnel and resolve problems or recommend solutions; direct staff scheduling; prepare and review employee performance reports; recommend disciplinary action as necessary.
4. Prepare biennial Community Corrections Plan proposals for the Linn County Public Safety Coordinating Council (LCPSCC).
5. Prepare quarterly expenditure reports, outlining the expenditures of State funds received, for the Oregon Department of Corrections.
6. Prepare monthly, quarterly and annual performance outcome reports addressing benchmarks established by LCPSCC.

7. Coordinate with the Training Sergeant to provide for the on-going training needs of Parole & Probation Division personnel.
8. Maintain statistical records pertaining to workload distribution and related matters.
9. Assure Division compliance with all Oregon Department of Corrections Rules pursuant to the Intergovernmental Agreement between Linn County and the Oregon Department of Corrections.
10. Conduct monthly staff meetings to keep employees apprised of pertinent issues.
11. Review contemporary literature pertaining to the craft of Parole & Probation to facilitate optimum service delivery.
12. Prepare and oversee contracts for service providers, e.g., hearings, sex offender treatment, cognitive skills, DUII evaluations and sex offender polygraphs.
13. Staff complex cases with Supervisors and Parole and Probation Officers to assure actions are in compliance with all accepted practices, pertinent statutory schemes and case law.
14. Review offender grievances to assure the timely and equitable resolution of the same.
15. Utilize the Corrections Information System for data input and retrieval. Enter chronological records in Interstate Information System (ISIS) to memorialize offender contacts.
16. Assure division staff participate in statewide committees; Sex Offender Network, Statewide Officer Operations Network, Cognitive Restructuring Network, etc., to remain current regarding statewide issues.
17. Author State and Federal grant proposals to garner additional funding for specialized programs and training.
18. Develop and maintain effective, harmonious and reasonable work relationships with others.
19. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

20. Other duties as assigned.

or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of and ability to interpret applicable Federal, State and Administrative Laws. Thorough knowledge of the Oregon Criminal Justice System, Sentencing Guidelines, the Oregon Board of Parole and Post-prison Supervision's Administrative Rules, the Oregon Case Management System and the Administrative Rule on Structured Sanctions. Thorough knowledge of the use of law enforcement equipment, including firearms, vehicles, radios, breathalyzers, restraints, search kits, chemical agents, drug test kits and computers. Thorough knowledge of First Aid and CPR procedures.

Thorough knowledge of chemical dependency and effective treatment options. Thorough knowledge of character disorders and mental illness, and the appropriate supervision and treatment regimens for same. Thorough knowledge of community resources which can be employed to effect offender behavioral change. Considerable knowledge of the principles of supervision, human relations, organization and administration as they would apply to law enforcement programs. Considerable knowledge of budget preparation principles.

Ability to exercise leadership skills in the assignment and supervision of work and the ability to provide guidance to subordinate officers concerning the proper interpretations of laws, rules, and procedures. Ability to quickly assimilate and apply specific departmental operational rules and procedures and apply them to on-the-job situations. Ability to understand sometimes complex oral and written instructions and to act upon them accordingly. Ability to function in stressful situations; ability to speak clearly and succinctly; and the ability to develop overall policies for division operations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible experience in parole and probation, including at least three years of supervisory experience. Graduation from an accredited college or university with a Bachelor's Degree. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Due to the sensitive nature of information handled by the Division, the Director must meet minimum standards for employment as a Law Enforcement Officer as promulgated by the Oregon Department of Public Safety Standards and Training. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training

within one year and possession of a Management Certificate within two years of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors and is essentially sedentary in nature. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.