



## ***UMATILLA COUNTY POSITION DESCRIPTION***

***Department:***     ***Community Justice***  
***Position Title:***   ***Office Assistant IV***

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:**            **CC-UCLEA**                            **Salary Range:**     **5-22**  
**Union Covered:**   **Yes**                                        **BOLI Exempt:**     **No**

### **GENERAL DESCRIPTION OF POSITION**

The Community Corrections Office Assistant IV – Data Entry is a system specialist position with duties specific to Field Supervision. This position gives critical systems direction, clerical, transcription, client information, and direct support to the Probation Officers, Office Manager, Assistant Director, and Director. Provides systems services such as: Multiple line phones, assist the public, Justice Involved Individuals and advise the Probation Officers of appointments. Aids in the following: Urinalysis reports, Local Control data entries, Bookkeeping, Entry of Judgment and Sentence orders, Revoke Reinstate orders, Stipulated request/modify extended probation, change EPR on Probation Officer Caseloads & File closure, Community Service hour entry and completion notices to Court, Justice Reinvestment Data Collection and treatment log tracking and maintenance. Maintain files in file room, maintain monthly reports from the Department of Corrections and keep hard copy of OPS manual updated along with all county information book.

### **SUPERVISORY RELATIONSHIPS**

This position reports directly to the Office Manager. The incumbent works in association with Community Corrections staff, the State of Oregon, Department of Corrections staff, and other county specific staff.

### **PRINCIPAL DUTIES OF POSITION**

- Provide/maintain critical system integrity.
- Follow Community Corrections Team Rules.
- Learn to Operate Law Enforcement Data System (LEDS) to retrieve, create and maintain offender information and file updates.
- Assist Office Manager, Probation Officers, Assistant Director and Director
- Create / Maintain and disseminate offender files
- Schedule and prepare intake files on new offenders. This includes requesting court orders, police reports, criminal & personal histories.

- Create Community Services Cases
- Create Electronic Surveillance Cases
- Local Control Data Entries
- EPR maintenance
- Open and Closure of offender files as it relates to probation, post-prison supervision, and specific Community Corrections program cases
- Revoke and Reinstate orders
- Stipulated Request/Modify-Extend Probation
- Place/Remove Abscond
- Bookkeeping
- Reception
- Other data tracking/entry as assigned

### **OTHER DUTIES OF POSITON**

- Attends departmental meetings as required.
- Interacts with criminal justice professionals.
- Constant interaction with offenders placed on Probation, Post-prison and Parole.
- Operates Computers and specialized software packages
- Provide Notary Public Services as needed.

### **REQUIREMENTS FOR POSITION**

- High school diploma/GED.
- Must have a demonstrated knowledge and skillful use of computers and software including Word, QuickBooks & Excel.
- Possess LEDS Certification or ability to obtain within 12 months of hire.
- Possess Notary Certification or ability to obtain within 6 months of hire.
- Demonstrated ability to work with a diverse group of people, including some that may be extremely angry & emotional, under strict time constraints.
- Demonstrated ability to work with confidential information and perform as a team member (see attached team member rules).
- Prior corrections experience and knowledge of criminal justice system preferred.
- Must be a well-organized, self-starter with excellent writing/communications skills.
- Must possess a good working knowledge of computers/software and the ability to multi-task.
- Bilingual in English/Spanish preferred

### **PHYSICAL DEMANDS**

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date

## **UMATILLA COUNTY COMMUNITY CORRECTIONS DEPARTMENT**

### **TEAM RULES**

So that everyone may maintain focus on the highest quality public safety services in Umatilla County, we are each committed to fostering an effective, safe environment within which to work. We require the following from all that choose to be a member of the Community Corrections Department:

- Avoids triangulation (does not talk about others behind their back or second guess the decisions of others, nor do effective team members listen to anyone else talk about a team member behind their back or second guess their decisions)
- Always steps in to help; sees a job and does it.
- Is honest, steps up to state their opinion
- Is truthful-relies on facts rather than on gossip or rumors
- Proposes solutions, not just problems
- Listens
- Is open to criticism; accepts coaching
- Leads by positive, effective example (Practice what you preach)
- Maintains a positive attitude
- Is willing to do the same work they ask others to do
- Comes to work prepared for the job
- Shares knowledge with others
- Asks for help
- Accepts help
- Offers to help
- Wants to be here-shows up on time, has a positive attitude and demonstrates enthusiasm
- Takes pride in their appearance
- Has good communication skills- listens, makes eye contact, others respond positively to his/her comments, asks questions, doesn't interrupt
- Takes on responsibility
- Is loyal (doesn't speak ill of the agency or others, performs high quality work)
- Shows Professionalism (appearance, pride in work, quality work, attitude, and consistency of behavior, behavior that reflects well on the agency).
- Respects others
- Takes ownership
- Conformity- dresses properly, is consistent in the quality of work, uses the same policies, procedures, systems, ways of enforcing laws
- Knows the job
- Does the job
- Decentralizes decision-making authority as deeply into the organization as possible
- Initiates and accepts personal education and development
- Solicits and is willing to accept different points of view
- Consistently demonstrates effective use of available resources before personal interests
- Utilizes the chain-of-command in an effective manner