



## CAREER OPPORTUNITY

# Parole & Probation Technician

PAROLE & PROBATION DIVISION

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Our Parole & Probation Division is looking for to fill several vacancies for **Parole & Probation Technician** (classified as a Human Services Assistant).

This position will review client cases and program eligibility, conduct client interviews, monitor compliance, maintain records, write correspondence, coordinate outreach activities, and perform other support activities for the department's various programs. Upon hire, staff may be assigned to Parole & Probation's Field Services Office, Residential Center, or Transition Center.

#### Required Minimum Qualifications / Transferrable Skills:

- At least two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.
- Demonstrated ability to patiently and professionally communicate, in person, in writing, and by phone with a variety of individuals from various social and economic backgrounds.
- Flexible and able to adapt to changing priorities.
- Experience with and the ability to maintain composure in stressful situations when dealing with a variety of people.
- Experience working collaboratively with community partners, collateral service providers and co-workers.
- Experience using a personal computer and typical office software such as word processing and spreadsheet applications; and enter information into a database program.
- Must pass a post-offer, pre-employment drug test.
- Must pass an extensive background investigation, including national fingerprint records check.
- Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

#### Preferred Special Qualifications / Transferrable Skills:

- Intermediate level proficiency in Microsoft Word and Excel.
- Experience working with justice involved clients or in a treatment or corrections setting.
- Experience working with the Oregon Department of Corrections Information System (CIS).
- Knowledge of the principles, methods and techniques relevant to community corrections or similar programs.
- Work experience to effectively case manage difficult people with different backgrounds and provide counseling and motivation to support change.
- College-level education and/or training in criminal justice, social or behavioral sciences or a related field.

#### Other Qualifications:

- Possession of a Law Enforcement Data System (LEDS) Certification is required within 6 months of employment.
- Possession of notary public certification is required within 3 months of employment.

#### APPLICATION WINDOW:

**CLOSES: Weds., July 17, 2024 @ 11:59 p.m. (Pacific)**

#### PAY & BENEFITS:

**Annual Pay Range:** \$52,203.83 - \$65,833.47

**Hourly Pay Range:** \$25.09 - \$31.65

+ Excellent Benefits  
(represented by Employees' Association)

Eligible newly hired employees will have the one-time option to "frontload" their first year of vacation accruals — meaning they'll have access to vacation time at time of hire.

#### APPLY ONLINE:

<https://hrapp.clackamas.us/recruit/jobinfo.html>

#### QUESTIONS:

**Lindsay White, HR Analyst**  
(503) 742-5466 or [lindsaywhi@clackamas.us](mailto:lindsaywhi@clackamas.us)



@ClackCoSheriff