

# CAREER OPPORTUNITY



SHERIFF  
PAROLE & PROBATION

## Parole & Probation Officer 1 (Entry-Level)

Learn more & apply at [JoinCCSO.com](https://JoinCCSO.com)



Our Parole & Probation Division looking for qualified, motivated individuals for **Probation & Parole Officer 1**.

The Parole & Probation Officer 1 position is the entry-level position in the Parole & Probation Officer series, and includes the use of limited peace-officer powers. The position requires day-to-day interaction with offenders using basic corrections knowledge and interpersonal communication skills. After successful completion of all the required training, the incumbent will be promoted to **Probation & Parole Officer 2**, which typically takes at least one year.

Parole & Probation Officers will be required to carry firearms issued by the Department in the performance of their duties.

The most competitive candidates will have knowledge of basic concepts and principles of social and corrections case and group work; criminal laws and criminal justice system; and demonstrated skills to effectively work with adult offenders placed on probation and parole.

#### Required Minimum Qualifications/ Transferrable Skills:

- Possession of a Bachelor's Degree in Corrections, Criminal Justice, Social Services, or Psychology or any satisfactory combination of experience and training that demonstrates possession of the required knowledge and skills. Applicants who do not have a Bachelor's Degree must pass a reading/writing test to comply with Oregon DPSST standards.
- Work experience that includes effectively supervising, counseling, motivating and providing guidance to justice involved clients.
- Knowledge of human behavior and adjustment problems in justice involved clients.
- Excellent written and oral communication skills.
- Understanding of basic concepts and principles of social and correctional care and group work.
- Must be able to be certified as a Probation and Parole Officer by the Department of Public Safety Standards and Training.
- Must be 21 years of age by the date of employment.
- Must be a United States citizen or be one within eighteen (18) months of hire.
- Must possess a high school diploma, GED certificate of high school equivalency, or a bachelor degree from an accredited institution.
- Must be free from convictions of a serious nature, such as domestic violence, drug-trafficking and manufacturing, and any felony.
- Must be willing to be fingerprinted and have fingerprints filed with the State.
- Visual and Hearing Acuity: Must meet the Department of Public

- Safety Standards and Training requirements, as detailed in Oregon Administrative Rules (OARs) 259-0080000.
- Must meet the Clackamas County Sheriff's Office tattoo policy.
- Must pass a post-offer, pre-employment drug test.
- Must pass an extensive background investigation, including national fingerprint records check.
- Must pass an extensive post-offer pre-employment physical assessment and psychological evaluation; accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.
- 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:

- Possession of a Bachelor's Degree in Corrections, Criminal Justice, Social Services, or Psychology.
- Experience in the field of Parole and Probation.
- Background in social work or counseling.
- Experience and ability to effectively supervise difficult people with different backgrounds and provide counseling and motivation to support change.

#### Other Qualifications:

- Must be CPR and First Aid certified within three (3) months of employment.

#### APPLICATION WINDOW:

**OPENS:** Tuesday, Jan. 2, 2024

**CLOSES:** Wednesday, Jan. 24, 2024  
@ 11:59 p.m. (Pacific)

#### PAY & BENEFITS:

- **Annual Pay Range:** \$63,571.94 - \$80,298.25
- **Hourly Pay Range:** \$30.56 - \$38.60

+ Full-time benefits through the Federation of Oregon Parole and Probation Officers (FOPPO)

Eligible newly hired employees also have the one-time option to frontload their first year of vacation accruals. This means you have access to vacation time at time of hire.

#### LEARN MORE & APPLY:

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

#### QUESTIONS:

**Lindsay White, HR Analyst**

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