



JOB DESCRIPTION

Title	Sergeant – Parole & Probation	Created	June 2014
Department	Sheriff's Office Parole & Probation Div.	Revised	
Job Class	M 6	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Provide leadership and guidance in meeting the mission, vision and goals of the Sheriff's Office. Working supervisor who supervises deputies in the performance of their daily work.

Essential Functions

- Supervise subordinate employees including assigning and reviewing work, evaluating performance, training, resolving employee grievances, taking/recommending necessary disciplinary action and effectively recommending on hiring and termination decisions.
- Direct the day-to-day operations of the Parole & Probation Division by analyzing trends and assigning duties to affect positive outcomes for the community.
- Considered a working supervisor. Performs duties of Parole & Probation Deputy while supervising the work of staff.
- Reviews and approves reports. Oversees some scheduling, including overtime, compensatory time, flex time, and on call schedules.
- Gather's statistical information as necessary.
- Confer with citizens concerning complaints, problems, requests and suggestions.
- Conduct employee investigations and effectively administer counseling and discipline.
- Participate in public relations programs of the Office. Establish and maintain communications with community organizations, businesses, schools, treatment providers, and other groups.
- Provide testimony at grand jury and circuit courts as scheduled.
- Attend meetings, seminars and workshops as requested or assigned.
- Assists the Division Lieutenant in the development and implementation of programs. May be assigned a specific program area such as Measure 57, Drug Court, Treatment Court, Day Reporting, Transitional Services, etc.
- Assists in developing and monitoring program budgets.
- Follow all safety rules and procedures established for work areas.
- Maintain work areas in a clean and orderly manner.



JOB DESCRIPTION

Behavioral expectations:

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with office and county policies, procedures and regulations; participates fully as a member of a team; participates fully to support a service area or areas; participates in employee training and orientation; provides training to co-workers as requested; performs other job duties as assigned by supervisor; wears personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

Auxiliary functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency. Perform directly related duties as assigned, such as responsibility for vehicles, training, scheduling, etc.

<i>Mandatory Qualifications</i>
--

- Meet all requirements and essential functions of a Deputy Sheriff-Parole & Probation Division.
 - Thorough knowledge of principles and methods employed in modern community corrections work; applicable federal, state and local laws and Oregon Administrative Rules; law enforcement equipment, including firearms, vehicles, radios, and computers.
 - Principles of supervision and human relations as applied to law enforcement programs.
 - Ability to make professional decisions and to work effectively and efficiently without direct supervision or guidance.
 - Ability to meet deadlines and schedule time efficiently; ability to work as a team member and share knowledge and skills.
 - Minimum of three years' experience with the Sheriff's Office Parole & Probation Division.
 - Possession of Intermediate Parole & Probation Certification.
Obtain Advanced and Supervisory DPSST Certification within 18 months of appointment.
 - Demonstrated self-initiated activity in meeting program requirements, goals and practices as requested by Sheriff's Office management.
-



JOB DESCRIPTION

Desired Qualifications

Previous supervisory experience and training. Advanced DPSST certification.

Physical Demands

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 50 pounds on an infrequent basis. The incumbent may be required to move and physically control adults on a frequent basis. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

Working Conditions

Work locations include all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Employee is subject to 24-hour emergency callback and must be available at all times of the day, including weekends and holidays.

Supervisory Responsibility

Responsible for supervising a minimum of 6 and up to 10 FTE. May supervise volunteer programs as needed.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.