

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

June 12, 2018

18-24

POSITION ANNOUNCEMENT

POSITION: Corrections Service Specialist
POSITION #: 18-24
DEPARTMENT: Sheriff's – Correction Division
SALARY: \$3,510.00/Month (to start) – Plus Excellent Benefits
CLOSING: First Review - June 26, 2018

DESCRIPTION: Perform a variety of technical support services in an assigned area or program. To gather, review, and report to officers or appropriate staff a variety of information pertaining to clients. To perform delegated duties as appropriate for non-certified staff and assist officers in the performance of their duties, as authorized or directed. Perform program services with offenders as authorized or directed by the Supervisor. Perform case management duties, groups and other duties as directed by the Supervisor or a Jail Command Staff. Employees are expected to demonstrate a high level of commitment, professionalism and responsibility. Employees are expected to demonstrate effective participation as outlined within the Umatilla County Sheriff's Office Team Rules (attached). They may be required to work weekends or nights.

REQUIREMENTS:

1. Basic knowledge of adult behavior and adjustment problems and related cognitive behavioral treatment methods.
2. Ability to apply comprehensive interviewing techniques to elicit, confirm and collect data and information.
3. Make sound recommendations.
4. Persuade and motivate clients to comply with court and release conditions.
5. Enter, access and interpret data in various computer databases.
6. Work independently with minimal supervision.
7. Communicate effectively with persons of various ethnic or racial groups and socioeconomic backgrounds.
8. Deal effectively with persons who may be hostile and abusive.
9. Maintain accurate records.
10. Understand and carry out oral and written directions; communicate effectively, both orally and in writing.
11. Establish and maintain cooperative-working relationships with those contacted in the course of work.
12. Equivalent to the completion of the twelfth grade supplemented by relevant college level course work in criminology, behavioral science, sociology or related field.
13. One year of responsible experience in a social service, rehabilitative, or correctional program, including working directly with offenders.

Special Requirements:

1. Bi-lingual in English/Spanish. (Not Required!)

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.