



COLUMBIA COUNTY, OREGON
JOB TITLE: ASSISTANT DIRECTOR – COMMUNITY JUSTICE
DATE: NOVEMBER 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0116
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Assist the Director in the general management, operations, planning, and direction of the Community Justice Department. Plan, coordinate, supervise, and direct the activities of the Juvenile Division of the Community Justice department. Supervise and direct the work of the Juvenile Court Counselors and support staff. Assume full command of the Community Justice Department in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Oversee the operations of the Juvenile Division and be accountable for the performance of the Division by working closely with the Director in planning and directing the Division.

In conjunction with the Director, develop and maintain current plans, procedures, and policies for administration of the program for supervision of maladjusted and delinquent minors.

Conduct casework interviews with maladjusted, delinquent, or neglected minors and their families to diagnose and treat individual and family problems. Investigate and evaluate out of home placement for minors. Conduct counseling interviews with minors and their families to aid in the solution of individual and family conflicts.

Confer with families regarding individual problems of minors and answer public inquiries concerning departmental policies and administrative decisions.

Address civil groups to explain and interpret policies and the goals of the juvenile program.

Screen intake referrals for legal sufficiency and appropriate action in conjunction with the District Attorney's Office. Present social and jurisdictional histories, facts of cases, and dispositional recommendations to the court upon request. Carry out dispositions ordered by the court.

Prepare correspondence, departmental reports, progress reports, legal petitions, and court reports.

Evaluate placement decisions and supervise youth in and out of home placement, residential care, and detention.

Maintain necessary certifications as required by the State of Oregon and the county. Coordinate the training program for department employees.

Consult regularly with partner agencies, i.e., police, state courts, Department of Human Services Child Welfare, Columbia Community Mental Health, Oregon Youth Authority, District Attorney's Office, defense attorneys, judges, dispatch, and schools regarding division practices, services, and case management.

Work with departmental staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies, and others to develop and implement treatment and rehabilitation programs for individual cases.



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In conjunction with the Director, develop and coordinate youth diversion programs. Prepare or assist in preparation of grants, written reports, and record keeping necessary for effective operation of youth programs.

Act as liaison to local juvenile services commission regarding the county's comprehensive juvenile program and other boards or commissions as required by statute or as directed.

Present case information, evaluations, and recommendations to the court and carry out case dispositions ordered by the court. Serve as Hearings Officer, as designated by the Oregon Youth Authority, responsible for youth parole revocation decisions and recommendations.

Perform as Juvenile Justice Information System local administrator and security coordinator responsible for creating accounts for staff, assigning security roles, passwords, and account access management, expunction of youth records, etc.

Supervise preparation of daily, monthly, and annual reports to the court and statistical agencies.

Participate in departmental management staff discussions for strategic planning of the department. Participate in Countywide planning and discussions in conjunction with the Director and in their absence.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.



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SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Community Justice Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in criminal justice, sociology, psychology, or related field. Five years' of increasingly responsible experience in case work dealing with juveniles or adults. At least five years of supervisory experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of state certification as a Juvenile or Adult Probation Officer. Possession of First Aid, CPR, and AED certifications. Possession of or ability to obtain within three (3) months of employment, Law Enforcement Data System Certification (LEDS). Must successfully complete management classes at DPSST as designated by the Director within two (2) years of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of behavior and adjustment problems in juveniles and methods of treatment. Extensive knowledge of parole and child welfare laws of the state. Considerable knowledge of the principles of psychology in relation to child welfare. Knowledge of management principles and practices of human and financial resource management.

Skill in industry specific software and Microsoft Office products. Skill in individual and group work with maladjusted children and adolescents.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.



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- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking, and physically restraining angry and hostile juveniles. Physical injury is possible when confronting, restraining, or arresting juveniles or adults.

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 essential functions.

General office environment. Contact with juvenile or adult offenders in both the office and field settings. May be required to diffuse offender aggression or assist with arrests. Will require occasional evening or weekend work or response to after-hours emergencies. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment, and other offender contacts, often in remote areas.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***