



COLUMBIA COUNTY, OREGON
JOB TITLE: LEAD PAROLE & PROBATION OFFICER
DATE: AUGUST 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0132
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	2
UNION (Y/N):	Yes	LOCAL:	FOPPO

GENERAL STATEMENT OF DUTIES: Plan, coordinate, and oversee the activities of the adult Parole & Probation Officers. Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Justice program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Work as part of the leadership team to oversee general operations and functions of the department. Represent the Assistant Director/Adult Division Supervisor, as assigned.

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

Adhere to all essential duties of the Parole & Probation Officer job description.

Review and oversee staff casework reports for thoroughness and adherence to department procedures and goals. Review recommendations prepared for courts, law enforcement agencies, and social service agencies.

Participate in the development of probation and parole programs; work with the department leadership team and other services providers to develop community corrections programs.

Supervise a caseload of adult felony and misdemeanor offenders on probation or parole in the community. Temporarily cover caseloads when needed and appropriate as part of department workload shifts.

In conjunction with the Director and the leadership team, assist in the development and implementation of evidence-based corrections practices. Assist in data collection and preparation of grant reporting and other programmatic requirements within the division.

Review state correctional dashboards for division adherence and compliance with statutes and administrative rules.

Participate in departmental management staff discussions for strategic planning of the department.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant 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: Direct supervision of employees is not a responsibility assigned to this position. This position may supervise in providing functional, operational, and technical assistance to other employees.



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SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Assistant Director or Adult Division Supervisor 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. Four years' of increasingly responsible experience as a Parole Officer within adult corrections. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: At least one year of supervisory experience. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Parole & Probation Officer Certificate from the Department of Police Safety Standards. Possession of Law Enforcement Data System Certification. Must successfully complete supervisory classes at DPSST as designated by the Director within two years of hire. Possession of First Aid, CPR, and AED certifications. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of the modern principles, methods, and techniques of the supervision and treatment of adult offenders. Thorough knowledge of applicable federal law, state criminal laws, case law decisions, state administrative rules and parole rules and Attorney General opinions. Extensive knowledge of behavior and adjustment problems in criminogenic issues with adult offenders and methods of treatment. Considerable knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Considerable knowledge of the principles of psychology in relation to adult offenders.

Skill in LEDS, other industry specific software, and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Write clear and concise reports.
- 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 a team where collaboration with all staff in divergent positions is imperative.
- 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.



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- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.
- 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.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening, medical and psychological examination, and drug screen.

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 offenders. Physical injury is possible when confronting, restraining, or arresting offenders.

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. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily.

General office environment. Contact with 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. 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.

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.



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***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.***