STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 10/8/14

This position is:
- ☒ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Board of Parole & Post-Prison Supervision

Facility: Dome Building, Salem, OR

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	C0104
c. Effective Date:	07/01/1983	**d.** Position No:	4000008
e. Working Title:	Receptionist	**f.** Agency No:	25500
g. Section Title:	Board of Parole & PPS	**h.** Budget Auth No:	000067160
i. Employee Name:	Vacant	**j.** Repr. Code:	AP
k. Work Location (City – County):	Salem, Marion Co.		
l. Supervisor Name:	Shawna Harnden		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Board of Parole and Post-Prison Supervision works in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior. The Board's decisions are based on applicable laws, victims' interests, public safety and the recognized principles of offender behavioral change.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Maintain the agency's main phone lines and reception desk; direct phone calls and visitors to appropriate staff or location, and provide requested information. Complete various clerical tasks as assigned by administration. Provide assistance and back-up to staff as requested, but primarily for the Records Office.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
			Secretarial/Administrative:
65%	NC	E	Serves as secretary to an administrative team; receives telephone and personal callers and screens them to determine routing to the appropriate staff or manager, including calls from the public, members of legislature, media, inmates, parolees and their family/friends, DOC staff and other criminal justice agencies.
	N	E	Answers questions not requiring research or technical knowledge, including clarifying agency rules, policies and procedures; responds to inquiries about specific agency/program information and services, or directs inquiries as necessary.
	NC	E	Receives, reviews and distributes agency mail; routes requests for information to appropriate department, staff or manager; gathers and assembles necessary information and submits to administrative superiors; maintains control of records of information received, routed, assigned or dispersed; organizes and maintains filing system for specific information.
	N	NE	Schedules appointments and conferences; makes travel arrangements; arranges schedules of visits and makes reservations.
	N	E	Takes minutes at meetings; participates in preparing budget projections for the biennium for services and supplies; reports deviations to supervisor; develops and revises office procedures; coordinates work on assigned projects.
	R	E	Processes and distributes various agency orders to appropriate customers within specified timelines established by agency, such as Board Action Forms, Administrative Review Responses, Amended Orders of Supervision Orders, Revocation Orders, Parole Discharge Orders and Notices of Expiration.
	NC	NE	Creates files for new offenders and file as required;
	NC	E	Provides statistical information to supervisor as requested.
			Record Processing/Technical:
25%	R	E	Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies and procedures within a particular program or operation, such as differentiating cases between matrix, sentencing guidelines, ballot measure 10, extending active supervision, etc., and completing required

			notifications.
	NC	E	Collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc.
	N	E	Makes presentations to staff to provide information regarding new and/or changes to policies and procedures of the work unit.
	N	E	Reviews materials for proper completion and accuracy against manual and computer-generated reports, making corrections when needed; directly input information into computerized system or codes for input by others.
	N	NE	Distributes amended supervision orders to appropriate community corrections agencies. Reviews and organizes incoming police reports for pending sanction reports; redacts, distributes and/or files reports as needed.
	R	E	Maintains proper processing, distribution and filing of all incoming documents, including Clemency Requests from the Governor's Office; seal files as required by DOC; prepares files and archives according to Secretary of State requirements
10%	N	E	Provides primary back-up and assistance to Records Office, and maintains responsibility for those duties when Records Specialist is absent.
	N	E	Provide LEDS inquiry-level assistance to the agency, including conducting regular LEDS audits.
	NC		Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Requires direct and indirect contact with inmates, offenders, victims, the general public, as well as agency partners and stakeholders

- Occasionally requires working beyond scheduled work week, which could include evenings and/or weekends.
- Occasionally requires travel within the state; sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal or prolonged standing in file storage locations. Periodic movement of boxed files requires lifting up to 50 lbs.
- Position requires frequent telephone conversations, researching manuals, statutes and administrative rules, as well as writing non-legal documents.
- Team environment requiring cooperation and coordination with the Board members and staff to meet needs of agency.
- Requires strict attention to detail and meeting deadlines

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Board Policies and Procedures
- Oregon Administrative Rules
- Oregon Revised Statutes
- LEDS/NCIC Manual and Code
- Desk manual
- Interstate Commission for Adult Offender Supervision Rules
- Federal law

b. How are these guidelines used?

Interpretation and application of these guidelines are necessary to properly perform duties as described above, as well as ensuring compliance with applicable regulations and standards.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Community Corrections staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Institution/DOC staff/OISC	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Attorneys / Courts	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Department of Justice staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Oregon and other state prisons & institutional facilities	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
General public	Phone / Mail / Email / TTY / Fax / In-person	Information sharing	Daily
Inmate / Offenders	Phone / Mail / Email / Fax / In-person	Information sharing	As needed
Other state agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Federal agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Oregon and other state law enforcement agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Evaluates offender information, along with ORS and OAR to determine whether or not expiration or discharge processes should take place; reviews requests from Community Corrections staff to determine whether or not offenders should be extended on supervision. Uses judgment to relay information, Board policy and procedures, and legal requirements to DOC staff, Community Corrections staff, and various stakeholders, including district attorneys, defense attorneys, crime victims, advocacy groups, and inmate/offender support persons. Decisions made impact inmates/offenders who have the right to appeal decisions to the Board and the Appellate Court.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Executive Assistant	4000010	Performance is reviewed on an on-going basis through day-to-day supervision, regular meetings, and automated communication	Daily, as needed.	Determine general efficiencies and effective compliance with position description and general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.
Executive Director	4000007	Performance is reviewed through meetings and annual evaluations.	Annually, or as needed.	Determine general efficiencies and effective compliance with position description, as well as general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Certification in LEDS preferred.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Vacant
Employee Signature

Date

Shawna Hamden 10/8/14
Supervisor Signature

Date

B. Carney 10/08/14
Appointing Authority Signature

Date