



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/9/16

Agency: Board of Parole & Post-Prison Supervision

Facility: Dome Building, Salem, OR

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 1
b. Classification No: C0103
c. Effective Date: 07/01/1983
d. Position No: 4000029
e. Working Title: Receptionist
f. Agency No: 25500
g. Section Title: Board of Parole & PPS
h. Budget Auth No: 000067160
i. Employee Name:
j. Repr. Code: AP
k. Work Location (City - County): Salem, Marion Co.
l. Supervisor Name: Jaime Ferguson
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
65%	R	E	<p><u>Secretarial/Administrative:</u> Serves as receptionist 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.</p>
	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.
	NC	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.
25%	R	E	<p><u>Record Processing/Technical:</u> 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, and providing information for public record requests that require removal/redacting of confidential information.</p>
	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.
	NC	E	Makes presentations to staff to provide information regarding new and/or changes to policies and procedures of the work unit.

	R	NE	Reviews and organizes incoming police reports for pending sanction reports; redacts, distributes and/or files reports as needed.
	NC	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%	NC	E	Provides back-up and assistance to Records Office, and maintains responsibility for those duties when Records Specialist is absent.
	NC	E	Other duties as assigned by management.
	N	E	Regular attendance is essential for this position.

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.
- Regular attendance is essential
- 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
- Desk manual
- 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
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.

Accurately refers phone calls and visitors to appropriate staff or partner agencies; uses judgment to relay agency information and Board policy and procedures to the public and various stakeholders, including DOC, community corrections agencies, district attorneys, defense attorneys, crime victims, advocacy groups, and inmate/offender support persons. Efficiency of this position directly impacts the public's and stakeholders' satisfaction of information received at first agency contact; impacts the accuracy of offender files and information contained within them.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

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

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.

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?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

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 cursor 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

Employee Signature Date _____ _____
Supervisor Signature Date

Appointing Authority Signature Date