



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/12/16

Agency: Board of Parole & Post-Prison Supervision

Facility: Dome Building, Salem, OR

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

| | |
|---|--|
| <p>a. Classification Title: <u>Office Assistant 2</u></p> <p>c. Effective Date: <u>12/16/15</u></p> <p>e. Working Title: <u>Records Specialist</u></p> <p>g. Section Title: <u>Parole Board</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Salem, Marion</u></p> <p>l. Supervisor Name: <u>Jaime Ferguson</u></p> | <p>b. Classification No: <u>C0104</u></p> <p>d. Position No: <u>4000024</u></p> <p>f. Agency No: <u>25500</u></p> <p>h. Budget Auth No: <u>000067260</u></p> <p>j. Repr. Code: <u>AP</u></p> |
| <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> | |
| <p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p> | <p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p> |
| <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | |

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 behavior 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:

Manage the Parole Board records office and all offender files; respond to and effectively process all public records requests and provide requested information as required; complete various clerical tasks as assigned by administration; provide assistance and back-up to staff as requested, but primarily the Board Receptionist.

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> | | | |
| 25% | R | E | <u>Administrative:</u> Receives telephone and personal callers; 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. |
| | 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. |
| | R | E | Maintains control records of information received, routed, assigned or dispersed; initiates follow-up letters or memos; organizes and maintains filing systems |
| | N | E | Develops and revises office procedures; coordinates work on assigned projects. |
| | N | E | Provides statistical information to supervisor as requested. |
| | NC | E | Schedules appointments for people requesting to view offender files; prepares files by redacting or temporarily removing all materials which are considered exempt from disclosure. |
| 65% | N | E | <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. |
| | N | E | Reconstructs account transactions showing charges, payments and adjustments; determines and initiates action within established policies and procedures to resolve problems with records, billings, payments or charges. |
| | N | 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 | Manually files received materials in appropriate offender files according to timelines established by Board policy; files according to established Board procedures. |
| | N | E | Creates files for new offenders and file as required. |
| | NC | E | Retrieves, delivers and returns offender files requested by the Board members and staff. Maintains file upkeep by repairing/replacing folders as needed. Manages the files and storage locations within the records office; moves files and/or sections as needed. |
| | NC | E | Submits requests to retrieve files and/or documents from State Archives; follows established rules set by State Archives for file transfer and/or retrieval. |
| | NC | E | Ensures proper disposal of confidential materials. |
| | NC | E | Monitors file location and updates information in database electronically and/or manually, daily as required. Manually search for and locates misplaced or missing files. |
| | NC | E | Uses the computer and various software programs, such as the Parole Board Information Management System (PBMIS) and Corrections Information System (CIS). |
| | N | 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 | Maintains proper processing, distribution and filing of all incoming documents; seal files as required by DOC; prepares files and archives according to Secretary of State requirements |
| | NC | E | Prepares complex packets for the Department of Justice (DOJ) and others partner agencies, extracting pertinent information from offender files for response to court-ordered subpoenas. |
| | NC | E | Prepares public records requests and determines costs; prepares invoice for payment. |
| | NC | E | Completes file disclosure form for review and approval by supervisor. Contacts agency staff, other agencies and the public in writing, in person, by phone, fax or email to obtain information to complete the processing of records. |
| | NC | E | Interpret and apply Board administrative rules and Oregon Revised Statutes to determine document exemptions. |
| 10 | NC | E | Provides primary back-up assistance to the Board Receptionist, and maintains responsibility for those duties when Receptionist is absent. Provides LEDS inquiry-level assistance to the agency, including conducting regular LEDS audits. |

| | | | |
|------|--|--|---------------------------|
| | | | Other duties as assigned. |
| 100% | | | |

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? |
|--|------------------------------|---------------------------|------------|
| <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 | Phone / Mail / Email / TTY / | Information / operational | Daily |

| | | | |
|---|--|---------------------------|-----------|
| staff | Fax / In-person | | |
| 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.

Makes decisions for responses to public records requests for disclosure of information from Board files. Interprets and relays 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 |
|--|-----------------|--|-------------------------|--|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | | |
| 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 |

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