



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/14/14

Agency: Oregon Department of Corrections

Facility: Douglas County

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: <u>12/14/14</u>	d. Position No: <u>315007</u>
e. Working Title: <u>Office Support Staff</u>	f. Agency No: <u>29100</u>
g. Section Title: _____	
h. Employee Name: _____	
i. Work Location (City – County): <u>Roseburg, Douglas County</u>	
j. Supervisor Name (optional): _____	
k. 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	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Community Corrections Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison or on supervision in the community. The division impacts over 30,000 felony offenders in the community and over 12,500 inmates in state prisons. This division includes the operation of community corrections, religious services, sentence computation, inmate classification, offender records, victim services, and institution programs such as: workforce development, education, cognitive programs, and addictions treatment programs.

The state office for Community Corrections provides funding for the management and supervision of over 30,000 felony offenders sentenced to probation, parole, or post prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Administration is responsible for managing the grants to the counties for community corrections activities, the interstate transfer of offenders, and jail inspections. The branch has the statutory responsibility to evaluate community corrections policies, to annually review the 36 counties' compliance with the intergovernmental agreement, and to offer technical assistance when needed to gain compliance. The office is active in victim's services, including the development of a statewide victim notification system with the Department of Justice.

The Community Corrections Branch is a major state program, defined in the Community Corrections Partnership Act. The Community Corrections Branch provides funding for the management and supervision of over 35,000 felony offenders sentenced to probation, parole or post-prison supervision and offenders sentenced to 12 months or less of incarceration. Community Corrections Administration is responsible for managing the grants to the counties for community corrections activities, the interstate transfer of offenders, jail inspections and the operation of two probation and parole field offices with direct responsibility for over 2,500 offenders. The division has the statutory responsibility to evaluate community corrections policies, to annually review 36 counties' compliance with the intergovernmental agreement and to offer technical assistance when needed to gain compliance. In addition, the Community Corrections Branch provides consultation and technical assistance to local agencies regarding community corrections options and effectiveness, facilitates communication among counties and problem-solving between counties, and organizes training activities specific to community corrections work. The branch supports the statewide automated case management and offender tracking systems so that offender data is available to any community corrections office in the state and works to improve automation programs to meet user needs, design and test new programs and troubleshoot automation related problems.

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:

Provide clerical support for an adult Parole and Probation 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>			
90%	NC	E	<p>Office Duties. Receives and distributes all in-coming/out-going mail for the entire office. Using a variety of office equipment, composes, types and sends a variety of correspondence, reports, memos or other information. Operate multi-line telephone. Takes and publishes minutes of staff meetings. Responsible for collection/posting of fees from offenders as well as monies collected by the officers in the field/satellite offices. Reconciliation of deposit on a daily basis. Responsible for any financial issues related to offender supervision that may appear to need attention. Sends outstanding debts to Department of Revenue Work with excel spreadsheets related to each specific duty. Provides back-up support for the Executive Support Specialist II. Provides information to outside callers or visitors requiring background knowledge of organization, structure, public information, policies and procedures. Contacts range from emotional and concerned members of offender families regarding inquiries or complaints to public and private executives, criminal justice agencies, attorneys, Court officials and various program representatives. Interprets Court Orders, Parole Board orders, other legal documents for accuracy in preparation for data entry. Process files as needed: Open/Close/Transfer/Add/Expi. Process Compact documents.</p>
5%	NC	NE	<p>Personal Development. Participates in assigned or educational programs that are job-related and considered to be of personal/professional development. Participates in all assigned in-service training programs which are required by the functional unit, committees as assigned, and staff meetings. Meets as necessary with and works in conjunction with the OS2's and other sections to maintain good working relationships and share information regarding operational concerns or changes. Is encouraged to participate in additional training or educational programs that are job-related and considered to be of personal/professional development.</p>
5%	NC	E	<p>Other Duties as assigned.</p>

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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.

General office environment.

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.

DOC Code of Ethics and Code of Conduct
 Administrative Directives (Rules, Policies)
 State and Federal Statutes and Court Rulings

b. How are these guidelines used?

Provides limitations, directions, and operating instructions. Determines the appropriate support services as outlined in the job duties, job-related decision making section, and additional job-related information section.

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?
DOC Employees	Phone; electronically; in person	Receive and respond to inquiries; request information	Daily
Criminal justice agencies	Phone; electronically; in person	Receive and respond to inquiries; request information	Daily
Offenders and their family/friends	Phone; electronically; in person	Receive and respond to inquiries; request information	Daily
General public	Phone; electronically; in person	Receive and respond to inquiries; request information	Daily

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

SECTION 7. POSITION RELATED DECISION MAKING

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

This position interprets applicable policies and makes recommendations regarding operations to support these policies. In making good decisions and recommendations about type of operations, this position directly affects the operation of the department and the other Office Specialist II positions.

Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within the established procedures.

Independently establishes priorities for work as well as in conjunction with the Executive Support Specialist II and provides consistent accomplishment of those priorities

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
ESS2		Discussion; Review of completed work	Daily	Ensure accuracy

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

SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? _____

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

LEDS certification; Notary of the Public

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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