AGENDA ITEM FOR ADMINISTRATIVE MEETING   ( ) Discussion only

          (X) Action

<u>FROM (DEPT/ DIVISION)</u>: Umatilla County Community Justice Department

<u>PROGRAM:</u> Umatilla County Community Corrections

<u>SUBJECT:</u> Classification Adjustment

Background:	(X) <u>ACTION REQUESTED</u>:
Umatilla County Community Corrections currently has a two level classification system for our administrative support positions--System Specialist I and II. It is our belief that given the increasingly technical nature of the work, and our reliance upon these positions for daily operations, these positions are better aligned with the Office Assistant IV classification. This is an existing, bargained for classification with the UCLEA.	Approve reclassification of System Specialist 1, 2 positions to Office Assistant IV position effective June 1, 2022.

<u>ATTACHMENT:</u> Memorandum; Position Description

Date: (5/5/2022)   Submitted By: (Dale Primmer)

************For Internal Use Only************

Checkoffs:
( ) Exec. Asst.	To be notified of Meeting:
( ) Dept. Head (copy)	Dale Primmer; Jennifer Blake
( ) Human Resources (copy)	
( ) Budget (copy)	
( ) Fiscal	
( ) Legal (copy)	Needed at Meeting:
( ) (Other - List:)	

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

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Scheduled for meeting on: May 24, 2022

Action taken:

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Follow-up:

UMATILLA COUNTY POSITION DESCRIPTION

Department: **Community Corrections**

Employee Name:

Division/Section: Field Supervision

Position Title: Office Assistant IV – Data Entry

Job Series: **Salary Range:** $3,276 - $3,873

Union Covered: Yes   **Boli Exempt:** No

GENERAL DESCRIPTION OF POSITION

The Community Corrections Office Assistant IV – Data Entry is a system specialist position with duties specific to Field Supervision. The Office Assistant IV gives critical systems direction, clerical, transcription, client information, and direct support to the Probation Officers, Office Manager, Assistant Director, and Director. The employee in this position will provide systems services such as: Multiple line phones, assist the public and offenders, and advise the Probation Officers of appointments. Aid in the following: Urinalysis reports, Local Control data entries, Bookkeeping, Entry of Judgment and Sentence orders, Revoke Reinstate orders, Stipulated request/modify extended probation, change EPR on Probation Officer Caseloads & File closure. Maintain files in file room, maintain monthly reports from DOC and keep hard copy of OPS manual updated along with all county information book. The Office Assistant IV must be a Notary Public, two years experience/expertise in Parole and Probation Doc400 system (state system), LEDS certification (Law Enforcement Data System), and E-Courts (court system) demonstrated experience.

SUPERVISORY RELATIONSHIPS

This position reports directly to the Office Manager. The incumbent works in association with Community Corrections staff, the State of Oregon, Department of Corrections staff, and other county specific staff.

Position Number: _____   Provided to Employee: _____
Position Approved BCC: _____
Position Reviewed: _____

PRINCIPAL DUTIES OF POSITION

1. Provide/maintain critical system integrity.
2. Follow Community Corrections Team Rules.
3. Operate Law Enforcement Data System (LEDS) to retrieve, create and maintain offender information and file updates.
4. Assist Office Manager, Probation Officers, Assistant Director and Director
5. Answer and direct offender / public phone calls
6. Answer Public information questions
7. Create / Maintain offender files
8. Initiate intake process on new offenders. This includes requesting court orders, police reports, criminal & personal histories, taking photos.
9. Create Community Services Cases
10. Create Electronic Surveillance Cases
11. Local Control Data Entries
12. Bookkeeping
13. EPR maintenance
14. Open and Closure of offender files as it relates to probation, post-prison supervision, and specific Community Corrections program cases
15. Revoke and Reinstate orders
16. Stipulated Request/Modify-Extend Probation
17. Place/Remove Abscond
18. Have Notary Public Certification.

Office Assistant IV – Data Entry Duties

Bookkeeping:

- Data Entry and bookkeeping associating with the Department of Revenue offender accounts.
- Urinalysis data entry and associated accounting.
- Other bookkeeping as assigned to maintain proper accounting.
- Send monthly fee letters
- Fold and mail monthly statements

Reception:
- Answer phones – direct calls to staff, answer public information questions concerning clients, use intercom to page staff.
- Window – help public / clients, answer public information questions, advise Probation Officers, and other office staff of appointments, obtain money for ESP, CSW (separate books for CSW), give receipts, sign up clients for new formal probation, refer clients to other counties for supervision.

- Daily mail – date stamp incoming mail, sort by caseload/ staff, or clients, distribute mail. Court run daily.
- Fax Machine – sort daily faxes, distribute, send faxes to various agencies and/or corrections agencies.
- Copy Machine – Make copies of court orders, police reports, UA's, office documents.

New Probation Cases:
- Order police reports from DA's office
- Enter court order in DOC400 (Statewide) system, enter information in LEDS to run criminal history (Law Enforcement Data Systems)
- Create new file according to SOON (Statewide Office Operations Network) standards.
- Distribute to Probation officer or duty officer.
- Orientation for new probationers: Check in clients, notify intake officers of client's arrival.

Community Service Cases:
- Gather and prepare paperwork for Community Service Coordinator.
- Have offender fill out proper paperwork for CS program, collect fee, give all to CS Coordinator to enter.
- Check E-courts for judgment and sentence order.
- Answer various questions from other agencies regarding hours from the Offender Management System.

Electronic Surveillance:
- Distribute ESP paperwork and collect fees.

Court Run:
- Deliver and pick up mail from State Courts, District Attorney's office, County Jail, and other county agencies.
- Sort legal documents and distribute to staff.
- Deliver daily mail to the Courthouse.

Local Control Data Entries:

- These data entries are for clients who have been sentenced /revoked on felony charges to 12 months or less. This sentence is served in the county jail. The Local Control (LC) officer receives a Judgment and Sentence from the court or a Revoke order from the court. The (LC) officer then prepares a (LC) calculation sheet.
- The file is then sent to clerical for the data entry on the DOC 400. This process is done by going into the admissions session, transferring the client to the (LC) caseload using the date on the calculation sheet, which comes from the court order. The rest of the (LC) entry of data depends on whether the client was on post prison supervision (PPS) and was revoked, the client was on formal

probation (FPR) that was revoked, the client was sentenced to 12 months or less and is not currently on the system for supervision.

- The (LC) officer prepares INOP days (days clients were on abscond status, if any) for data entry on clients that need to be added to all the PPS cases for that client. Once the (LC) sentence has been served, the (LC) officer then brings the file back to clerical with the proper paperwork and then data entry is then done again to transfer the client back to a regular probation/parole caseload.

Data Entry:

Judgment/Sentence orders:

- Legal document received from the court when a client is sentenced to formal probation signed and dated by the Judge.

- Learn to Run LEDS/RR/FBI on client; enter information from LEDS and Judgment/Sentence order onto system (DOC400). Start with admissions screen, continue through (11) screens, i.e.: Names, address, offender description, scars, marks, tattoos, other #'s, add docket information, add supervision conditions, print kardex, enter record into LEDS, enter supplemental information into LEDS. Make up file for intake.

Revoke/Reinstate orders:

- Legal document received from the court signed and dated by a Judge. Go into client docket, adjust probation time according to document, adjust conditions if any, update record in LEDS, do F-8 note, update label, copy of J&S or OISC section in the file.

Stipulated Request/Modify-Extend Probation:

- Legal document from the court signed and dated by a Judge. Modify the clients record on the DOC400 system according to what the modification request. Copy to OISC section in file.

Motion/Order to Show Cause:(Close to Abscond)

- Legal document from the court signed and dated by a Judge. Go into the release process, close the body of the client record to abscond, using the date on the document, modify LEDS to show the client is on abscond status.

Remove from Abscond:

- Go into admissions of client record, bring client back in as of arrest date, or date of court order if client appeared in court, modify LEDS to show client back on active status.

Transfer PO to PO:

- Go into admissions, bring up client, go to work with caseload history by offender, put in PO case # that you want to transfer to, and the date. Modify LEDS with new information, print new kardex.

Transfer File/EPR to another county:

- Need notice from other county that client has been accepted. Make sure file is in order; all supplemental information is in LEDS.
- Go into release process, fill in the release date, time, release code and location of the receiving county, and modify probation record with the receiving counties ORI#. Mail file to the county.

Change EPR on PO Caseload:

- This is done when a PO changes a caseload, or a new PO comes.
- Go into Caseloads; print the caseload that is to be modified including all out counts. Go into caseloads, you need to go to each client and modify that client to the new caseload #. You will get a LEDS response advising if this transferred or not. If not, you need to figure out why it didn't modify and make it work. There can be anywhere from 30-180 or so clients on a caseload.

File Closure:

- PO does a closing summary, file goes to the bookkeeper to make sure all fees are brought forward and correct if any are still owed.
- If fees are still owed, go into the fee system, do a report to DOR (department of revenue) of fees still owed. Close out each fee line with the date of the file closure. Create a DOR fee account record. Go into each fee line; clear out amount due to DOR. Go back into DOR account that was created and add each fee to the DOR account until you have the total amount due that was unpaid.
- Go into the release process, go to the client docket, close out each FPR line or PPS line to expire (if PPS you will also need notice from the parole board that this client is expired), continue forward to the offender release screen and close out the offender with expire date, time and release code, cancel out client in LEDS.
- Make copies of closure paper work for OISC – scan to them. File in closed drawer. There are many file closure's that can happen (31 different codes to be exact) each is a little different and all have different paperwork required to close the file.

OTHER DUTIES OF POSITON

Participates in State Office Operations Network (S.O.O.N) as required and other mandated trainings. Attends departmental meetings as required. Interacts with criminal justice professionals. Constant interaction with offenders placed on Probation, Post-prison supervision and Parole. Operates computers and specialized software packages. Perform other duties within the department as necessary and assigned.

Maintain LEDS and Notary Certifications.

Maintain files in file room: When receive expiration notice on clients from DOC – "offender purge". Print list, go in file room pull all files and shred.

Maintain monthly reports from DOC:
- LC reports: "Print any for our county and fix any errors."
- PB emails to Probation officers
- Restitution clean-up list to Probation officers
- Expected arrivals, bring in within 24 hours
- Set to seal – pull any files and send to OISC
- DLCMIS data reports – email to Probation officer and supervisors
- STTL Leave Expire
- Supervision Review
- In Active Supervision Review.

Keep supply room stocked and inventory to office manager.

File Payables.

Mail off DNA Packets.

Well organized, self-starter, good writing/communications skills, multi-tasking, good working knowledge of computers and software

Provide ID letters to offenders

REQUIREMENTS FOR POSITION

High school diploma/GED. Must have a demonstrated knowledge and skillful use of computers and software including Word, WordPerfect, QuickBooks & Excel. Demonstrated ability to work with a diverse group of people, including some that may be extremely angry & emotional, under strict time constraints. Demonstrated ability to work with confidential information and perform as a team member (see attached team member rules). Must have prior corrections experience and knowledge of criminal justice skills. All applicants for this position will be subject to an extensive background check.

UMATILLA COUNTY COMMUNITY CORRECTIONS DEPARTMENT
TEAM RULES

So that everyone may maintain focus on the highest quality public safety services in Umatilla County, we are each committed to fostering an effective, safe environment within which to work. We require the following from all that choose to be a member of the Community Corrections Department:

- Avoids triangulation (does not talk about others behind their back or second guess the decisions of others, nor do effective team members listen to anyone else talk about a team member behind their back or second guess their decisions)
- Always steps in to help; sees a job and does it.
- Is honest-steps up to state their opinion
- Is truthful-relies on facts rather than on gossip or rumors
- Proposes solutions, not just problems
- Listens
- Is open to criticism; accepts coaching
- Leads by positive, effective example (Practice what you preach)
- Maintains a positive attitude
- Is willing to do the same work they ask others to do
- Comes to work prepared for the job
- Shares knowledge with others
- Asks for help
- Accepts help
- Offers to help
- Wants to be here-shows up on time, has a positive attitude and demonstrates enthusiasm
- Takes pride in their appearance
- Has good communication skills- listens, makes eye contact, others respond positively to his/her comments, asks questions, doesn't interrupt
- Takes on responsibility
- Is loyal (doesn't speak ill of ht agency or others, performs high quality work)
- Shows Professionalism (appearance, pride in work, quality work, attitude, and consistency of behavior, behavior that reflects well on the agency.
- Respects others
- Takes ownership
- Conformity- dresses properly, is consistent in the quality of work, uses the same policies, procedures, systems, ways of enforcing laws
- Knows the job
- Does the job
- Decentralizes decision-making authority as deeply into the organization as possible
- Initiates and accepts personal education and development
- Solicits and is willing to accept different points of view
- Consistently demonstrates effective use of available resources before personal interests
- Utilizes the chain-of-command in an effective manner