



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ADULT DIVISION SUPERVISOR**  
**DATE: MARCH 1, 2026**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Community Justice	<b>JOB CODE:</b>	223
<b>SUPERVISOR:</b>	Director, Community Justice	<b>SALARY RANGE:</b>	E05
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate, supervise, and direct the activities of the Adult Division of the Community Justice department. Supervise and direct the work of the Parole & Probation Officers. Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the county Community Justice program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Work as part of the leadership team to oversee general operations and functions of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

In conjunction with the Director and the leadership team, develop and maintain current plans, procedures, and policies for administration of the program and participate in developing bargaining proposals.

Assist the Director in maintaining statewide benchmarks.

Review and oversee staff casework reports for thoroughness and adherence to department procedures and goals. Review and approve employee created court reports, employee created warrant requests, and employee created offender structured sanctions. Maintain accountability for the performance of tasks by the adult Parole & Probation Officers.

Review recommendations prepared for courts, law enforcement agencies, and social service agencies. Review and approve sanction and detention decision recommendations.

Supervise a caseload of adult offenders on probation or parole in the community. Conduct intake with maladjusted, criminogenic, or adult offenders to assess and develop case plans to address criminogenic behaviors and reduce recidivism. Prepare reports as follows: presentence investigations, violation, modification and special information reports, unusual incident, early termination, interstate compact, post-prison, parole, transfer, etc. Submit reports including appropriate recommendations. Prepare supervision plan, risk assessment, and needs assessment. Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority. Make home, employment, office, field, jail, and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel, and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system.

Conduct body searches, monitor and/or take bodily substances for testing, i.e., urinalysis, breathalyzer, etc. Testify in court or before the Grand Jury. Participate in Morrissey hearings. Provide secure transport of offenders with knowledge and use of correct restraints.

Maintain necessary certifications as required by the State of Oregon and the county.



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Answer public inquiries concerning departmental policies and administrative decisions. Address civil groups to explain and interpret policies and the goals of the adult program.

Prepare correspondence, departmental reports, progress reports, legal petitions, and court reports. Work with departmental staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies, and others to develop and implement treatment and rehabilitation programs for individual cases.

In conjunction with the Director and the leadership team, develop evidence-based corrections practices. Prepare or assist in preparation of grants, written reports, and record keeping necessary for effective operation of adult offender programs.

Supervise preparation of daily, monthly, and annual reports to the court and statistical agencies. Maintain data and program evaluation. Perform periodic case file review of employee caseloads for case management quality assurance.

Participate in departmental management staff discussions for strategic planning of the department.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Review state correctional dashboards for adherence and compliance to statutes and administrative rules.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Community Justice Director who provides policy, procedure, and administrative direction and reviews performance.



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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in criminal justice, sociology, psychology, or related field. Four years' of increasingly responsible experience as a Parole Officer within adult corrections. At least one year of supervisory experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Advanced Parole & Probation Officer certification through the Department of Police Safety Standards (DPSST). Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a Parole & Probation Officer Certificate from the Department of Police Safety Standards. Possession of Law Enforcement Data System Certification. Must successfully complete supervisory classes at DPSST as designated by the Director within one year of hire. Possession of First Aid, CPR, and AED certifications. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Thorough knowledge of the modern principles, methods, and techniques of the supervision and treatment of adult offenders. Thorough knowledge of applicable federal law, state criminal laws, case law decisions, state administrative rules and parole rules and Attorney General opinions. Extensive knowledge of behavior and adjustment problems in criminogenic issues with adult offenders and methods of treatment. Considerable knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Considerable knowledge of the principles of psychology in relation to adult offenders. Knowledge of management principles and practices of human and financial resource management.

Skill in LEDS and other industry specific software and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.



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- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening medical and psychological examination and drug screen.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking, and physically restraining angry and hostile offenders. Physical injury is possible when confronting, restraining, or arresting offenders.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Contact with adult offenders in both the office and field settings. May be required to diffuse offender aggression or assist with arrests. Will require occasional evening or weekend work or response to after-hours emergencies. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***



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***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***