



UMATILLA COUNTY

POSITION DESCRIPTION



Department: *Community Justice -Community Corrections*
Position Title: *Community Corrections Clerk/Bookkeeper*
(20 hrs/week)

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** **5-20**
Union Covered: **No** **BOLI Exempt:** **No**

GENERAL DESCRIPTION OF POSITION

Primary duties include insuring the correct maintenance of the accounting system for offender expenses such as preparation of billing statements, entering payments and charges, preparing and reconciling reports, and preparing and making deposits. **This position will be responsible for the maintenance and accounting of the Electronic Surveillance Program, Community Service Program, Supervision Fees, Accounts Payable, and all other general accounting duties.** This position also provides administrative clerical aid for the Community Corrections Division. The employee in this positions works under the direction and guidance of the Office Manager of Community Corrections.

SUPERVISORY RELATIONSHIPS

Employees in these positions report to the Community Corrections Office Manager. They may receive direction and training from the Operations Manager and Director. They work in close association with other County Community Corrections Staff and County Finance Department.

PRINCIPAL DUTIES OF POSITION

- Computer and data entry utilizing various specialized software packages including the AS/400, Quick books, WordPerfect, and Windows. (EE)
- General accounting for supervision fees, community service, day reporting, electronic surveillance, accounts payable, and other general accounting duties. Accounting includes detailed billing of offenders and collections. (EE)
- Assist Probation Officers, Office Manager, Operations Manager, and Director. (EE)
- Initiates intake process on new offenders. This includes requesting court orders, police reports, criminal history, and personal history. (EE)
- Maintain offender files. (EE)
- Operate law enforcement data system (LEDS) to retrieve offender information and file as necessary. LEDS representative to assist employees with LEDS operation and certification. (EE)
- Transcribe presentence investigations, chronological reports, and other reports. (EE)

- Open and distribute mail, provide courier service. (EE)
- Open and closure of offender files as it relates to probation, parole, post-prison supervision, and electronic surveillance cases. (EE)
- Notary duties. (EE)

OTHER DUTIES OF POSITION

- Participate in training. (EE)
- Attend Departmental meetings. (EE)
- Interact with other members of the criminal justice and treatment communities. (EE)
- Assist Parole and Probation Officers as necessary. (EE)
- Operate computers and specialized software. (EE)
- When needed, Receptionist duties of front office include greeting and gathering information from offenders, accepting payments, and issuing receipts, and answering telephones. This involves daily contact with high and low risk offenders in the front office area. Perform other duties as assigned. (EE)

REQUIREMENTS FOR POSITION

1. High School Diploma/GED
2. Minimum of two years of responsible clerical experience including one year of experience in bookkeeping.
3. Certification of LEDS required after hire.
4. Demonstrated knowledge and skillful use of computers and software including accounting software packages and word processing packages.
5. Demonstrated ability to work with a diverse group of people, including sometimes, extremely angry and emotional offenders, under strict time constraints.
6. Must be able to work with confidential information and perform as a team member with minimal supervision.
7. Prior corrections experience and knowledge of criminal justice system preferred.
8. Bilingual (English-Spanish) preferred.
9. Excellent written and oral communication skills.
10. All applicants for this position will be subject to an extensive background.
11. Must possess a valid driver license.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities

required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

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 the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date