



# UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner  
Paul, Anderes, Commissioner  
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

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## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Probation Services Counselor  
Union County Community Corrections

**OPENING DATE:** August 21, 2024      **CLOSING DATE:** Open until filled

**SALARY:** Range 15 (\$3,936 - \$5,343/month) with benefits      **FTE:** 1.0 FTE (40 hours per week)

**PURPOSE OF POSITION:** Performs complex and varied duties involving specialized knowledge of human behavior, departmental functions, policies, procedures and regulations; interacts with offenders, community partners and office staff; gather, review and report to officers or appropriate staff a variety of information pertaining to offenders and their supervision. Perform program services and other duties for offenders as assigned by Director and supervising officers; perform case management duties as assigned by Director or a Probation/Parole Officer I or II. Employees are expected to demonstrate a high level of commitment, professionalism, and responsibility; abide by the policies and procedures and mission of the Union County Community Corrections Department and the Oregon Department of Corrections. Some evening and weekend work is required.

**JOB QUALIFICATION REQUIREMENTS:** Knowledge of behavior and adjustment problems of adult offenders and methods of treatment; knowledge of individual and group counseling techniques; knowledge of interview and assessment techniques; knowledge of the criminal justice system including probation and parole; knowledge of caseload management; knowledge of community resources available to adult offenders. Possess a Bachelor's Degree and one year experience in counseling, case management or group facilitation with experience facilitating female trauma groups, or possess an Associate Degree and five years of experience in counseling, group facilitation or case management. CADC certification may substitute for the educational requirements. Possess a valid Oregon driver's license with acceptable driving record; may require certification in LEDS database operation. First Aid Certificate and CPR Certification preferred. Candidates must pass a criminal background check.

**See Job Description for Additional Job Details & Qualification Requirements**

**APPLY:** Union County Community Corrections  
1007 4<sup>th</sup> Street, Suite 2C  
La Grande, OR 97850

**Application Instructions:** Please complete county application in your own hand writing.  
Please submit a resume with the application form.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**