

CLATSOP COUNTY

INVITES APPLICATIONS FOR

Transition Center Technician

Pay: \$ 2,864 to \$3,481/month

+ PERS, health insurance, vacation, sick leave

Candidates from this recruitment may be considered for openings for Transition Center Technician that may occur in the next 6 months, including casual part-time positions. Pay for casual part-time starts at \$16.52 per hour.

Applications are being accepted for a full-time Transition Center Technician with the Clatsop County Community Corrections Department working at the County's Transition Center to monitor and report the activities of residents as well as provide information and assistance to the residents of the Center.

MANDATORY QUALIFICATION REQUIREMENTS:

Must have High School diploma or equivalent. Must possess a minimum of one year experience in a social service, rehabilitative, or correctional program with demonstrated knowledge in guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems; OR Associates Degree in a social service field OR any satisfactory combination of training, education and experience. Requires possession of a valid driver's license and a good driving record. Must have basic knowledge of the criminal justice system; basic knowledge of interviewing and techniques for encouraging permanent change in offender behavior; basic knowledge of record keeping; basic problem solving skills.

DESIRABLE QUALIFICATIONS:

Bi-lingual English/Spanish. It is HIGHLY desirable that candidates have experience working in a secure facility setting.

PHYSICAL REQUIREMENTS:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, etc.

WORKING CONDITIONS:

Position requires the ability to gain working knowledge of behavior and adjustment problems of criminal participants; counseling and rehabilitation techniques; theories of training in social and personal improvement of criminal clients; and to think and act quickly and effectively in emergencies and situations involving personal danger. Employees may be asked to use independent judgment in performing routine and non-routine tasks; the ability to learn the use of a variety of data systems; understand and carry out oral and written directions; establish and maintain cooperative working relationships with co-employees and the general public; maintain

accurate records and prepare reports; establish standards of performance and motivate participants in the Transition Center.

Employee may be required to communicate with violent and combative individuals requiring considerable communication skills. Some individuals may be under the influence of drugs/alcohol, mentally ill or have communicable diseases.

Work may be conducted in a noisy, crowded area, with exposure to uncomfortable physical conditions; including, strong odors and /or smoke.

Must be willing to work various shifts that may include nights, weekends and holidays.

Employees will not be responsible for restraining or physically controlling residents, but must be able to diffuse potentially volatile situations when possible. When necessary, employees will solicit assistance from Community Corrections staff or law enforcement.

APPLICATION PROCEDURE:

Obtain and submit completed Clatsop County Employment Application form and NOTARIZED completed criminal background check form to the State of Oregon Employment Department, 450 Marine Drive, Suite 110, Astoria, Oregon 97103 (503)325-4821, TDD (503)325-2894 not later than **5:00 pm, August 20, 2008.** *Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is desirable that you attach one to your application as a supplement). Successful applicants will be required to pass a pre-employment drug screen, pass a criminal background check form and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Administrator's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.*

(See next page for essential functions)

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS

Transition Program Technician

1. All aspects of supervision of offenders in a minimum-security program.
2. Submit reports.
3. Participate in administrative hearings.
4. Perform day to day operations of the Transition Center.
5. Supervise the Center's living area.
6. Maintain and/or monitor safety and security 24 hours a day.
7. Check offenders in and out of the Center.
8. Monitor compliance with Center Rules.
9. Administer alcohol breath tests and urinalysis tests on an as needed basis, and give report to appropriate authority.
10. Ensure efficient daily operation of kitchen and dining areas.
11. Any action necessary to ensure the orderly operation of the Program, with assistance if necessary.
12. Work in a safe manner and adhere to safety policies and procedures.
13. Perform related duties as assigned.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature

Date

Background Check Form attached.....

PRE-EMPLOYMENT AGREEMENT AND AUTHORIZATION
TO RELEASE INFORMATION

(for Non- Law Enforcement Positions)

I understand and agree to the following terms:

As part of my application for employment with Clatsop County for the position of Transition Center Technician, I hereby authorize Clatsop County to conduct an investigation of my background, including but not limited to, character, criminal and arrest/conviction history, past employment (including job performance and on-the-job behavior), education and satisfactory completion of a physical examination (if required for position).

I understand that this document, signed by me, authorizes Clatsop County to gather information through interviews, questionnaires, employment records, education records, criminal records and any other records necessary to determine job related qualifications for the position of Transition Center Technician with Clatsop County.

The recipient of a photocopy of this signed document is hereby authorized to divulge information concerning my character, criminal history, education, employment records, job performance; job behavior, or medical records which may include information specific to drug and/or alcohol and/or psychiatric treatment and to allow the Clatsop County Human Resources Director or a delegated representative to examine such records.

In consideration of the release of information to Clatsop County by any third party in receipt of this authorization, I do hereby release said third party, its office, employees, agents and assignees from any and all claims for damages of any nature which I might have as a result of the release of information by the third party to Clatsop County. To the extent that I have previously directed said third party not to release certain information, I do now hereby withdraw that directive and consent without restriction to any release of information requested by Clatsop County.

I hereby release you, your organization, and others from any liability or damage, which may arise from furnishing information requested. I understand and agree that any information released to Clatsop County is done so in strictest confidence.

Signature: _____

Date: _____

Printed Name: _____

Subscribed and sworn to before me on ____ day of _____, 20____.

Notary Public for the State of Oregon
My Commission Expires: _____

**CLATSOP COUNTY
SUPPLEMENTAL APPLICATION
FOR BACKGROUND CHECK**

1. Are you at least 18 years of age? Yes _____ No _____
2. Are you legally eligible to work in the United States? Yes _____ No _____
3. Your Social Security Number: _____
4. Do you have a current driver's license? Yes _____ No _____
5. Driver License Number and State: _____
6. Please list all traffic violations* and criminal convictions within the last seven (7) years.

| <u>Date</u> | <u>Charge</u> | <u>Location</u> |
|-------------|---------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

* traffic violations only need to be provided if driving is a requirement for position.

I certify that the above information is true and complete.

Signature _____ Date: _____

Printed name: _____