

# COOS COUNTY JOB ANNOUNCEMENT

## CORRECTIONS SECRETARY I COMMUNITY CORRECTIONS

\$3,660 - \$4,282 per month

Selected applicant will be required to pass a comprehensive background check and must be able to obtain LEDS certification within 60 days of hire.

**DEPARTMENT:** COMMUNITY CORRECTIONS – PAROLE & PROBATION

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County application **REQUIRED.**  
([WWW.CO.COOS.OR.US/HR](http://WWW.CO.COOS.OR.US/HR))

**Apply to:** Coos County Human Resources Department  
225 N. Adams Street  
Coquille, OR 97423

**CLOSING DATE:** Open Until Filled

**\*\* Coos County is an Equal Opportunity Employer \*\***

**POSTED:** Courthouse  
Employment Department  
Email All County Employees

CHW Building  
Indeed

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources, 225 N. Adams St, Coquille, OR 97423. (541) 396-7580. Fax (541) 396-1012

## DESCRIPTION OF POSITION

Revision Date: October 6, 2026

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| 1. | Classification Title: Community Corrections Secretary I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Working Title: Community Corrections Secretary I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. | Department: Coos County Community Corrections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. | <p>Pay Grade &amp; Range: Pay Grade 414</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/><br/>Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME</p> <p>Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5. | <p><b>What is the purpose of this position?</b></p> <p>Performs clerical and secretarial work in support of the administrative, client, and program services of the Coos County Community Corrections Department. Performs routine office, records, data entry, reception, and legal document processing duties in accordance with established policies and procedures. Work is performed under general supervision, with training and guidance provided on Community Corrections procedures, terminology, records, and computer systems.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. | <p><b>Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</b></p> <ul style="list-style-type: none"><li>• Offender File Maintenance: Opens, closes, maintains, and transfers offender files in accordance with established procedures. Enters and updates offender information in computerized and manual record systems. Processes routine court orders and other legal documents and refers unusual, incomplete, or complex documents to more experienced staff or a supervisor for review.</li><li>• Typing/Word Processing: Types and prepares routine correspondence, reports, memoranda, forms, notices, and other documents from drafts, templates, or general instructions. Reviews work for completeness and accuracy and maintains confidentiality of records and information.</li><li>• Data Entry and Records: Enters, updates, and retrieves information from departmental databases and record systems. Maintains files, logs, directories, and other departmental records. Files, scans, copies, and distributes documents as required.</li><li>• Front Desk/Reception: Provides reception and customer service by telephone and in person. Directs clients and visitors to appropriate staff, provides routine information, takes messages, schedules appointments as assigned, and processes incoming and outgoing mail.</li><li>• Fee Collection: Receives payments and issues receipts in accordance with established procedures. Prepares deposits and maintains related records as assigned.</li><li>• Court and Department Documents: Copies and distributes reports and other documents for the Court, District Attorney, Department of Corrections, and other agencies as directed. Prepares routine hearing packets, performs electronic filing, and processes other documents in accordance with established procedures.</li><li>• General Office Support: Prepares meeting materials, makes travel arrangements and conference registrations, assists with supply needs, checks out department credit cards, and performs other routine administrative functions as assigned.</li><li>• Confidentiality: Maintains confidential and sensitive information relating to offenders, employees, and departmental operations in accordance with applicable laws, policies, and procedures.</li><li>• Other Duties: Performs other duties as assigned by the Supervisor or Department Head.</li></ul> |
| 7. | <p><b>Working conditions of position.</b></p> <p>Typical office setting, normally 8:00 a.m. – 5:00 p.m., Monday through Friday. Position has regular contact with Community Corrections clients, members of the public, law enforcement, courts, and other agencies. Travel within the County and state may occasionally be required for training or meetings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## DESCRIPTION OF POSITION

Requires ability to push, pull, lift and/or carry up to 30 pounds. Other physical demands may include bending, keyboarding, pulling, pushing, standing, and walking.

### 8 List required special skills, licenses, certificates, etc.

High school diploma or GED and at least two years of general office, clerical, customer service, records, or related experience; or any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities necessary to perform the position.

Preference may be given to candidates with experience using DOC400, OJIN, or similar records-management systems; however, prior experience with these systems is not required.

- Working knowledge of general office practices, procedures, filing, recordkeeping, and business correspondence.
- Basic proficiency with computers, Microsoft Office programs, email, and standard office equipment.
- Ability to learn Community Corrections terminology, procedures, records systems, and applicable computer programs.
- Ability to accurately enter and retrieve information and maintain organized records.
- Ability to read and follow written and oral instructions, policies, procedures, and routine legal documents.
- Ability to communicate effectively and professionally, both orally and in writing, with clients, coworkers, law enforcement, courts, other agencies, and members of the public.
- Ability to work accurately, organize assigned work, meet deadlines, and ask for guidance when circumstances fall outside established procedures.
- Ability to exercise tact and good judgment when dealing with confidential or sensitive information and individuals who may be upset or difficult.
- Ability to establish and maintain effective working relationships with coworkers, County staff, other agencies, and the public.
- Must be able to accept supervision and comply with County and Department policies, professional standards, rules of conduct, and confidentiality requirements.
- Regular and consistent attendance is required.
- **Must pass a comprehensive criminal, civil, and personal background check and be able to obtain LEDS certification within 60 days of assignment, if required by the Department.**

9. Is operation of motor vehicle required? Yes ☐ No ☒

10. List equipment, tools, machines used in performance of duties.  
Desktop/laptop computers and server(s), copy machine, fax machine, phone systems and standard office equipment in addition to the above listed requirements.