

DESCRIPTION: Under limited supervision, supervises all levels of juvenile and/or adult offenders released from a correctional/rehabilitation institution, maintains records, and prepares required reports. Position requires the ability to analyze a variety of components to determine the best possible recommendation for a given offender and his/her circumstance. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: This is the first level in a series of four (Parole Officer, Parole Supervisor, Assistant Administrator/Adult and Administrator/Adult). This is a full performing parole officer who works independently in the field and office monitoring offender compliance and making decisions that impact public safety. This level is distinguished from the other levels by its lack of supervisory/management responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists in training/teaching other parole officers/staff in the principles, practices, policies and procedures of supervising and monitoring released offenders to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Administer various risk assessment instruments to determine classification/supervision level of all parolees and lifetime supervised sex offenders.

Investigates parolee's backgrounds, both inter- and intra-state, to aid in developing evidence-based case plans for offenders.

Administer simple screening instrument to determine need for a substance abuse evaluation and Specialized Substance Abuse Services.

Investigate residence/employment programs.

Develops, jointly with the parolee, a personalized case plan of supervision. Uses Motivational Interviewing to counsel and direct released offenders, and to assist them in complying with the terms of their community supervision; conduct themselves in a lawful, pro-social manner and adjusting to life in the community.

Install electronic units using various modes of monitoring equipment and, programs to monitor compliance with the supervision.

Monitor Sex Offender computer use.

Administers drug/alcohol tests, including collection of urine specimens, using Refractometer/dip sticks and Breathalyzer. Obtain DNA samples when needed. Maintains chain of evidence for disciplinary process, prosecution or mental health board commitment.

Confers with staff in federal, state, and local law enforcement agencies, county attorneys as well as other state and community agencies to establish cooperation and assistance for parolees, lifetime supervised sex offenders and Reentry Furlough Program (RFP) participants.

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Writes reports and maintains files on offenders under supervision, documenting all required personal/collateral contacts, changes in parole program, progress reports, risk/needs assessments and all other pertinent information in compliance with directives, to maintain an audit trail, and to make recommendations to management.

Testifies in administrative, disciplinary, court and mental health board hearings to present the facts surrounding the case.

Recommends disciplinary action for parolees, RFP participants and lifetime supervised sex offenders that violate rules and guidelines to correct deficiencies that led to the violation.

Seeks available community services to assist parolees and sex offenders with successful community transition. Monitors offender compliance with community programs and periodically reviews for appropriateness of service.

Conducts warrantless searches of parolees' person, residence and vehicle, and initiates arrests of parolees and sex offenders to protect the public and comply with statutes and agency guidelines.

May represent the Department by serving on variety of community interest task forces, boards and committees.

May serve as hearing officer and/or chair administrative resolution.

May supervise student interns and/or volunteers.

May participate in hiring boards/panels.

May act in the capacity of lifetime supervision/intensive supervision officer, reentry officer or regular parole caseload officer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and federal laws, the judicial system, counseling; arrest, search and seizure; criminal justice system; legal procedures of probable cause hearings; public relations; investigative techniques/procedures; rules of evidence; human behavior principles to include criminal thinking errors and criminogenic needs; how Parole Board functions; interstate probation and parole compact; parole eligibility; parole agreements; conditions of parole; penal system; criminal code; parole statutes and the Standardized Model of Substance Abuse Treatment.

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Ability to: communicate effectively and sensitively with people from all walks of life; relate to and deal with others fairly and effectively; enlist the cooperation of parolees; defend self in physical confrontations using Department of Correctional Services approved methods; verbally de-escalate tense and potentially threatening encounters with offenders and persons in their company; maintain composure under stressful conditions; use computers and software; remain impartial when dealing with offenders; drive on all types of road surfaces in all types of weather; organize and prioritize a demanding workload; display and maintain a high standard of ethical conduct; investigate violations and prepare reports and evidence for parole, court and mental health board hearings; analyze complex situations involving motives and actions; prepare reports; arrest, maintain custody, and transport offenders; develop resources; motivate offenders to improve themselves; counsel offenders in crisis incidents within offender's family, job or domestic situation; recognize, evaluate and comprehend complex issues, exercise discretion and make sound decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Bachelor's degree in criminal justice, social sciences or behavioral science related field plus one year of experience working with offenders OR an Associate's degree plus three years experience working with offenders OR college credits, training or career development program participation equivalent to one year of education plus four years experience working with offenders OR five years experience working with offenders.

SPECIAL NOTES:

All successful applicants will undergo pre-employment a medical exam, drug test and a thorough background security check. Once employed, all incumbents must successfully complete a five-week pre-service training program.

Employees in this class are subject to random drug testing.

Must have a valid driver's license.

Extensive travel may be required (no overnight).

State agencies are responsible to evaluate each of their positions to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).