

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 07/79 - REV: 07/08

CLASS CODE: G66550
PAY RANGE: \$22.481-\$32.558
OVERTIME STATUS: E

CORRECTIONS PAROLE ADMINISTRATOR/ADULT

DESCRIPTION: This is administrative work involving responsibility for the operations of the Adult Parole System. The incumbent performs under general direction from the Assistant Director, Community Centered Services Department of Correctional Services; performs related work as required.

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.)

Reviews all areas of the adult parole process and recommends actions to be taken by the Board of Parole.

Directs and reviews all Probable Cause Hearings for Violators; issues warrants for arrest of violators; approves out-of-state travel for return of prisoners.

Administers the Interstate Compacts for Adult Parole Supervision and Agreement on Detainers.

Organizes geographic districts and assigns caseloads within the adult field services division of the agency.

Visits District Parole Offices for the purpose of examining parole supervision operations; offers constructive criticism and corrective advice, interprets policies and procedures and solves administrative problems.

Conducts special investigations and interviews regarding personnel problems and offender parole plans.

Conducts training programs; establishes and maintains policies, standard and procedures in the field of adult parole services.

Coordinates with all divisions within the Department of Correctional Services and other agencies concerned with the treatment of parolees to effectively execute parole processes.

Prepares Federal Grant Applications; determines fiscal expenditures and reviews the agencies fiscal and expenditure reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: state statutes affecting the parole process; Criminal Justice Systems i.e. operations of law enforcement, prosecutors and courts; departmental policies and procedures; philosophy, purpose and intent of a parole system.

Ability to: communicate effectively; delegate authority and responsibility; make decisions; demonstrated administrative ability and leadership.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that enables the incumbent to possess the required knowledge, skills, and abilities. Qualification guidelines for positions in this class is a bachelor of arts/science degree plus five years of related progressively responsible experience in correctional services.