

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.

DISTINGUISHING CHARACTERISTICS: Not available.

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.

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

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.

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 of arts/science degree AND five years of related progressively responsible experience in correctional services.

SPECIAL NOTES:

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).