

**DESCRIPTION:** Under administrative direction, supervises the activities of a Parole Administration Division Office. Major decisions are made at this level and work is reviewed by the Parole Administrator through periodic review of written and oral reports and consultations; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second level in the series of four (Parole Officer/Senior, Parole Supervisor, Assistant Administrator and Administrator). This is the first line supervisor class which is responsible for the work of the Parole Officer/Senior level employees. This class is supervised by the Assistant Administrator who is responsible for the district and regional offices and chairs administrative hearings. The Administrator level is responsible for the entire program.

**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.)

Supervises and plans the work schedule parole officers; evaluates their caseloads and job performance.

Actively conducts a public relations program to promote understanding and cooperation within the community and among other agencies.

Conducts preliminary and administrative hearings.

Coordinates all placements and releases with the Parole Administration Central Office; assigns investigations, special projects, etc., and monitors the assignment to assure completion.

Participates as an active member of the Parole Administration's Planning Committee.

Prepares operational instructions for the District and Regional Offices under their supervision.

Maintains and submits required records and reports on parolees and subordinate staff.

Assists the Parole Administrator in the planning, monitoring, administering and evaluating of the performance and operation of the parole system.

Maintains a current inventory of all equipment assigned to the district.

Recommends major case management decisions to the Parole Administrator.

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

Knowledge of: agency policies, rules, regulations and operational procedures; state and federal laws and court decisions pertaining to parolees and the parole process; current theories and practices of the Parole and Corrections departments.

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Ability to: effectively communicate with people and motivate them toward self-improvement; prepare comprehensive written and oral reports and evaluate the performance of subordinate staff; organize, plan and direct a divisional office and its personnel with little or no direct supervision; obtain a Nebraska Motor Vehicle Operator's License.

**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 four years experience supervising parolees, probationers and/or offenders;

**OR**

Associate Degree in criminal justice, social sciences or behavioral science related field plus six years experience supervising parolees, probationers and/or offenders;

**OR**

College credit, training or career development program participation equivalent to one year of education (in criminal justice, social sciences or behavioral science related field) plus seven years experience supervising parolees, probationers and/or offenders;

**OR**

Eight years experience supervising parolees, probationers and/or offenders.

**SPECIAL NOTE:**

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).