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| <b>Job Code</b> | <b>Job Title</b>   |
|-----------------|--|
| C66010          | <a href="#">Parole Officer</a>                                 |
| V66012          | <a href="#">Parole Supervisor</a>                              |
| V66013          | <a href="#">Assistant Director of Supervision and Services</a> |

## Parole Officer Class Series (C66010 – V66013)

### DESCRIPTION OF OCCUPATIONAL WORK:

Positions in the Parole Officer class series are responsible for the case planning and supervision of convicted felony offenders released from incarceration from State prison facilities, including offenders sentenced to lifetime supervision. Incumbents are challenged to assist these individuals address risk and needs factors to include securing supportive residences, educational and/or employment opportunities, as well as appropriate referrals to treatment services, for the successful transition from prison into their respective community.

### Parole Officer C66010

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

Under immediate to limited supervision, provides casework services and supervision to all levels of felony parolees, including those determined to be at the highest risk to commit criminal activity or who have specialized needs that require additional services after release from incarceration. Incumbents serve as the subject matter experts for agency staff and the public in the post-release case management of specialized, high-risk offenders, researching best practices and training others to perform motivational interviewing, risk assessments, and supervision techniques. More experienced incumbents may serve as Field Training Officers to newly hired teammates, but positions in this class do not have full administrative supervisory responsibilities. Performs related work as assigned.

**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 all levels of parolees or parolees and lifetime sex offenders with special needs through consistent contact with the offender, family members, community providers, treatment providers, or employers. Recommends modifications to conditions of supervision for violations or to give incentives for proper behavior and compliance.

Administers various risk assessment instruments to determine classification/supervision level of specialized parolees and lifetime supervised sex offenders. Administer the Simple Screening Instrument to determine need for a substance abuse evaluation and Specialized Substance Abuse Services.

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.

Reviews and identifies new research and programs related to the successful supervision of specialized cases and recommends updated programming or treatment modalities.

Develops and seeks available community resources to assist parolees and sex offenders with successful community transition.

Conducts training sessions with colleges, universities, and other interested parties on topics related to the treatment modalities for specialized unit offenders. Participates in speaking engagements within the community.

Assists in training/teaching other parole officers/staff in the principles, practices, policies and procedures of supervising and monitoring released high-risk offenders.

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

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

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 and lifetime supervised sex offenders.

Writes reports and maintains electronic files/databases 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 and disciplinary hearings, court, and mental health board hearings to present the facts surrounding the case.

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

In conjunction with local law enforcement, 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 Board of Parole by serving on variety of community interest task forces, boards and committees.

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

May participate in hiring boards/panels.

Inspect and monitor areas/location/offices/structures leased by the Board of Parole to ensure required safety and sanitation standards are met

Trains clients in specific tasks and job practices of sanitation to improve and maintain their performance levels in community and residential living spaces.

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

Knowledge of: State and federal laws concerning parolees, 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; 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.

Ability to: communicate effectively and sensitively with people from a variety of cultural and socio-economic backgrounds; 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 accommodation in the selection process should request this in advance.)

Bachelor's degree in corrections, criminal justice, sociology, psychology, social work, counseling, public administration or a related field.

**SPECIAL NOTES:**

Work schedule will include one weekly late night and one weekend day per month. Will serve as On Call Officer on a rotational basis.

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**Parole Supervisor  
V66012**

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

Under limited supervision, supervises the activities and personnel of a Parole Division District Office. Major decisions are made at this level and work is reviewed by an Assistant Director of Supervision & Services through periodic review of written and oral reports and consultations. Teammates in this class serve as Officer of the Day (OD) on a rotational basis. This class is supervised by an Assistant Director of Supervision & Services who is responsible for the district and regional offices and chairs administrative hearings.

**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 of 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 Division of Parole Supervision Office; assigns investigations, special projects, etc., and monitors the assignment to assure completion.

Participates as an active member of the Division of Parole Supervision'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 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.

**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.

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.

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

Bachelor's Degree in corrections, psychology, sociology, criminal justice, social work, counseling, public administration, or related degree AND at least two years of professional experience in case management or case processing in the criminal justice or social services field.

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## **Assistant Director of Supervision and Services**

### **V66013**

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

Under limited supervision, assists with the management and administration of the adult parole function; administers and manages district and regional offices or is responsible for an administrative division; chairs administrative hearings; and develops and maintains compliance with policies, procedures, and standards. Positions serve as Officer of the Day (OD) on a rotational basis.

**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.)

Plans, organizes, assigns, and directs the work activities of assigned staff to facilitate the attainment of established goals and to ensure the consistent application of adult parole and/or technical policies, procedures, and guidelines.

Confers with and counsels assigned staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work related problems.

Reviews and compares work performance of assigned staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains assigned staff in the principles, practices, policies, and procedures of parole supervision to maintain and/or improve production levels of employees in accordance with established work performance standards.

Develops and directs the implementation of operational plans pertinent to adult parole to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and program systems and to ensure each proposal responds to program needs and is consistent with State and federal law.

Chairs hearings for parole violations to discover and analyze the facts and to recommend appropriate actions to the Director of Supervision & Services.

Compiles the activities of each district to monitor and compare the production to formulate solutions to potential problems, to furnish a monthly report to the Parole Administrator, and to have a documented activities history.

Reviews and approves or denies Parole Officer's decisions affecting the status of a parolee to ensure compliance with established policies, procedures, and standards and to ensure consistent fair treatment of the parolee.

Represents the department with community service agencies, law enforcement, the court system, educational institutions and the general public to foster cooperative efforts and good public relations.

Coordinates the accreditation process to ensure compliance with the ACA standards and effective Parole Administrator.

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

Knowledge of: Department of Correctional Services' organization, programs, services, missions, goals, objectives, rules, administrative regulations, operations memorandums, accreditation, policies, and Adult Parole procedures and practices as they apply to adult parole; the State's criminal justice system; applicable State Statutes; principles of public information; community organizations, public information channels, and services provided by public and private community agencies; modern principles, practices, and methods of adult parole administration; the attitudes, problems, and behavior of parolees; educational/vocational training and rehabilitation programs; security requirements and techniques; budgeting; accounting; finance; personnel management; effective methods of supervision; management principles; and relevant case law.

Ability to: understand administrative policy; develop and install adult parole procedures and operations and evaluate their efficiency and effectiveness; effectively analyze situations and exercise judgement and discretion in interpreting and applying department policies; deal with employees, parolees, and the public with tact and diplomacy; establish and maintain effective working relationships with subordinates, supervisors, public and private officials, and the news media; communicate effectively with a variety of people, parolees, peers, staff, public, news media; supervise staff; manage resources; handle sensitive issues.

**MINIMUM QUALIFICATIONS:**

(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor degree in corrections, psychology, sociology, criminal justice, counseling, public administration or a related degree AND four years of professional experience in criminal justice.

**SPECIAL NOTES APPLICABLE TO ALL LEVELS:**

All successful applicants will undergo a thorough pre-employment background security check. Once employed, all incumbents must successfully complete a pre-service training program.

Positions in this series require an employee to possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.

Positions in this series may be required to participate in overnight travel.

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

**Established: 01/2021**

Note: Classification –specification is subject to change. Please refer to the Nebraska State Personnel website at <http://das.nebraska.gov/personnel/classncomp/jobspecs/index.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

| Section        | Change Description         | Effective Date |
|----------------|----------------------------|----------------|
| Parole Officer | Update to Examples of Work | 11/2/2022      |
|                |                            |                |