# Parole Officer

| CLASS TITLE | CLASS CODE | SALARY GROUP | SALARY RANGE |
|---|---|---|---|
| PAROLE OFFICER I | 4540 | B17 | $42,976 - $64,469 |
| PAROLE OFFICER II | 4541 | B18 | $45,521 - $71,055 |
| PAROLE OFFICER III | 4542 | B19 | $48,244 - $76,028 |
| PAROLE OFFICER IV | 4543 | B21 | $54,278 - $87,046 |
| PAROLE OFFICER V | 4544 | B23 | $61,184 - $99,658 |

## GENERAL DESCRIPTION

Performs parole administration work involving providing supervision to offenders, conducting parole investigations, and obtaining information for and preparing parole administration documentation.

## EXAMPLES OF WORK PERFORMED

Visits offender residences, jails, correctional facilities, courthouses, social services, and other agencies.

Coordinates with facilities, agencies, and the community to prepare and facilitate implementation of parole supervision plans.

Prepares social and developmental histories; documents offender activities; and prepares evaluations, recommendations, and other related reports to include data entry, retrieval, and data searches.

Evaluates offender adjustment and recommends revisions to parole supervision plans.

Monitors offender compliance with the conditions of supervision to include alcohol and drug testing.

Interviews, counsels, and trains offenders on reintegration skills.

Responds to inquiries from offenders and the public.

Performs criminal information searches and investigations to obtain offender information.

Informs local law enforcement officers of pre-parole plans and counsels the parolee’s family.

Investigates violations of parole and submits violation reports and recommendations.

Performs related work as assigned.

# DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level V may also perform work listed within the previous levels.*

***Note:*** *Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, and the scope of responsibility. Other factors may include the type and level of security of the facility, the assigned population, and the assigned caseload and related offenses.*

**PAROLE OFFICER I:** Performs entry-level parole administration work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited or no experience and spend the majority of their time performing simple to routine work following standard procedures.

**PAROLE OFFICER II:** Performs routine (journey-level) parole administration work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard; and may assist other staff performing job duties of greater complexity.

***Note:*** *A senior-level employee (levels III-V) may serve in a lead or supervisory role; however, typically, supervisory responsibilities within this job classification series will be found at the IV or V level. Senior-level employees may perform the full range of work listed within the examples of work performed section, and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed; the assigned population; and the assigned caseload and related level of confidentiality and complexity.*

**PAROLE OFFICER III:** Performs highly complex (senior-level) parole administration and supervision work involving reviewing and approving parole management activities, parole investigations, and parole release plans and reports; coordinating case assignments; and conducting case analyses. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan, schedule, and supervise parole administration activities; and coordinate with other units, departments, and entities.
- Review and evaluate parole documentation and recommendations.
- Provide technical guidance to staff.

**PAROLE OFFICER IV:** Performs advanced (senior-level) parole administration and supervision work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Ensure that parole administration activities are in compliance with agency policies, procedures, standards, and objectives.
- Direct staff in developing new sources of information and in improving casework and administrative hearings techniques.
- Develop and implement policies and procedures.

- Coordinate or conduct parole investigations of highly confidential matters; and direct actions to be taken on specific parole cases and hearings.
- Prepare training and operational manuals, educational materials, and informational programs.
- Review workload statistics, caseload assignments, and case reports.

**PAROLE OFFICER V:** Performs highly advanced (senior-level) parole administration and supervision work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

### KNOWLEDGE, SKILLS, AND ABILITIES

**For all levels**

- Knowledge of criminology and penology principles; the principles, methods, techniques, and practices of parole case management; and state and federal laws, rules, and regulations relating to pardons and paroles.

- Skill in the use of office equipment, a computer, and applicable software.

- Ability to interpret and apply rules, regulations, policies, and procedures; to solve problems; to maintain records and files; and to communicate effectively.

**Additional for Parole Officer III – V levels**

- Ability to develop or modify parole casework techniques; and to supervise the work of others.

### REGISTRATION, CERTIFICATION, OR LICENSURE

Must possess a valid driver license.

May require a Bachelor's degree in accordance with Texas Government Code, Sections 508.113 and 76.005.