



Parole Officer I

Salary Group: B15
Class Code: 4540

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PAROLE OFFICER I	4540	B15	\$32,976 - \$52,045
PAROLE OFFICER II	4541	B16	\$34,918 - \$55,130
PAROLE OFFICER III	4542	B17	\$36,976 - \$58,399
PAROLE OFFICER IV	4543	B19	\$42,244 - \$68,960
PAROLE OFFICER V	4544	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs entry-level parole administration work. Work involves providing supervision to offenders, conducting parole investigations, and obtaining information for and preparing parole administration documentation. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

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.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in parole administration work. Graduation from an accredited four-year college or university with major coursework in criminal justice, psychology, sociology, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Skill in the use of office equipment, computers, 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must possess a valid driver's license.