



# Parole Officer III

Salary Group: B17

Class Code: 4542

<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
<b>PAROLE OFFICER III</b>	<b>4542</b>	<b>B17</b>	<b>\$36,976 - \$58,399</b>
PAROLE OFFICER IV	4543	B19	\$42,244 - \$68,960
PAROLE OFFICER V	4544	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs highly complex (senior-level) parole administration and supervision work. Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; and conducting case analyses. May supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Plans, schedules, and supervises parole administration activities; and coordinates with other units, departments, and entities.

Visits offender residences, jails, correctional facilities, courthouses, social services and other agencies to obtain offender information, to coordinate parole investigations, and to resolve problems.

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

Performs criminal information searches and investigations to obtain offender information.

Reviews and evaluates parole documentation and recommendations.

Provides technical guidance to staff.

Assists in developing and implementing policies and procedures.

May assist in preparing training and operational manuals, educational materials, and informational programs.

May coordinate the utilization of community resources and specialized programs for offender supervision and treatment.

May conduct administrative hearings concerning the parole revocation process.

May supervise the work of others.

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 develop or modify parole casework techniques; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must possess a valid driver's license.