



# Parole Officer IV

Salary Group: B19

Class Code: 4543

<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
<b>PAROLE OFFICER IV</b>	<b>4543</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>
PAROLE OFFICER V	4544	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs advanced (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 limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Plans, schedules, and supervises parole administration activities, ensuring compliance with agency policies, procedures, standards, and objectives.

Directs staff in developing new sources of information and in improving casework and administrative hearings techniques.

Develops and implements policies and procedures.

Coordinates parole supervision activities with other units, departments, and entities.

Coordinates or conducts parole investigations of highly confidential matters; and directs actions to be taken on specific parole cases and hearings.

Prepares training and operational manuals, educational materials, and informational programs.

Reviews workload statistics, caseload assignments, and case reports.

Reviews and evaluates parole documentation and recommendations.

Provides technical guidance to staff.

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

Performs criminal information searches and investigations to obtain offender information.

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.