



Parole Officer V

Salary Group: B21
Class Code: 4544

<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 highly 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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, schedules, and supervises parole administration and regional staff 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.

Directs the preparation of training and operational manuals, educational materials, and informational programs.

Develops and implements policies and procedures.

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

Reviews workload statistics, caseload assignments, and case reports.

Reviews and evaluates parole documentation and recommendations.

Provides technical guidance to staff.

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.