

PAROLE OFFICER III

NATURE OF WORK IN THIS CLASS:

This is professional and supervisory parole work in providing casework services in a correctional institution.

Employees in this class perform the full range of complex professional parole duties and assists in supervising the programs and activities of the Parole Services Division.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists in supervising the operations of the parole services division; reviews the work of subordinates and instructs on policies and techniques in case handling, recording, counseling, and preparation and implementation of rehabilitation plans.

Checks caseloads to determine extent and type of supervision given to and required on inmates and parolees.

Confers with subordinate officers regarding problem cases to determine course of action to be followed; reviews parole violation reports and makes recommendations for continuance or suspension of parole.

Maintains liaison with resource agencies and law enforcement agencies.

Performs case supervision, counseling, inmate service and investigation.

Participates in research programs regarding parole failure and sociological and employment studies as they relate to parolees.

Submits periodic reports regarding caseload count, distribution, and statistics and other special reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and methods of parole investigation and supervision.

Knowledge of casework principles and practices.

Knowledge of individual and group behavior, with emphasis on the behavior characteristics of persons who have been involved in criminal activities.

Knowledge of current social, economic, and health problems and resources, with emphasis on factors relating to crime.

Ability to assist in supervising the programs and activities of the parole services division.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to use judgement in evaluating and determining effective casework methods.

Ability to work effectively with criminally disturbed and maladjusted individuals, other agencies, institutions, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as a Parole Officer II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science, Criminal Justice or closely related fields; or

(b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

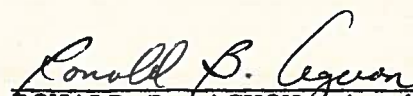
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

PAY RANGE: 32

AMENDED: AUGUST, 1982



RONALD B. AGUON, Acting
Executive Director, Civil Service Commission