

## PAROLE OFFICER I

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform routine casework duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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.)

Supervises a readily manageable caseload of parolees; counsels clients in the areas of family and community relations, employment, finances, educational and vocational training, and other matters pertinent to their societal adjustment; consults with other divisional personnel to determine most effective case methods; contacts parolees' families, friends, employers, clergy and other persons and agencies concerned with aiding clients in their adjustment in the community.

Counsels inmates in correctional institutions regarding parole; assists the inmate in devising parole plan; assists in coordinating institutional and parole plans and programs; refers prospective parolee to assisting agencies such as rehabilitation and employment services and community health centers; counsels individuals whose parole have been deferred, explains the reasons for deferral and suggests ways to prepare for the parole board review; presents a parole orientation to newly received inmates; counsels inmates on various problems.

Performs a variety of investigations; investigates pre-parole requests to determine if plans are satisfactory; seeks complete information regarding employment prospects, residence situations, and social setting; investigates alleged violations of parole; contacts law enforcement agencies, relatives, friends, and others who might have knowledge of the parolee's behavior; arrests or causes the arrest of parole violators.

Attends parole board meetings; prepares records and other information for the parole board to expedite their review of cases; delivers inmates to parole board meetings.

Maintains records and prepares reports, such as chronological record, daily activity sheets, monthly activity reports, pre-parole investigation reports and suspension reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of individual and group behavior with special emphasis on behavior deviations of persons who have been involved in criminal activities.

Knowledge of casework principles and practices.

Knowledge of community, social, and economic resources with emphasis on factors relating to crime.

Ability to learn and apply the principles of criminology and penology.

Ability to learn and apply the principles, methods and practices of investigation, supervision and reporting in parole work.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with 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.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in social or behavioral science, Criminal Justice or closely related fields.

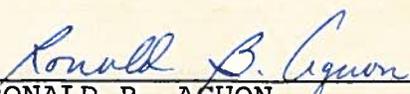
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED:                JULY, 1980

Pay Range:                 23

Amended:                  August, 1982

  
\_\_\_\_\_  
RONALD B. AGUON  
Acting Executive Director  
Civil Service Commission