

## PAROLE OFFICER II

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform moderately complex parole work independently on an ongoing basis and participate in the full range of complex duties under closer supervision.

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 caseload of parolees; meets with parolees in varied settings such as the office, the home, place of employment, on the street and in jails to establish rapport with the client.

Counsels clients in the areas of marriage, employment, training or education, anti-social behavior, psychiatric or medical needs, economic conditions, or any other area which may affect the social adjustment of the parolee.

Works closely with health centers, rehabilitation and employment services, clergy and other community agencies to secure aid for parolees.

Counsels clients to elicit information about their social attitudes, the quality of insight into past anti-social behavior, present self-concept and the nature of their future life planning and to strengthen motivation to achieve desirable goals; studies and evaluates case histories, medical and psychiatric information, parole adjustment reports, violation reports, and institutional adjustment reports.

Assists inmates in dealing with family problems and residence situations, with employment, educational and vocational matters, financial problems, physical and mental health factors, and any other factors which may contribute to the development of an acceptable and beneficial parole plan.

Conducts a variety of investigations; investigates parole placement requests of inmates, including residence and employment possibilities, family considerations and availability of rehabilitation, health, educational and other services in the community; performs parole violation investigations, including contacts with law enforcement agencies, victims, relatives, friends, the parolee, and others who might have knowledge of the parolee's behavior; arrests or causes arrest of parole violators; performs special investigations as requested.

Attends parole board meetings; prepares records and other information for the parole board in the review of cases; participates in community conferences relative to parole programs.

Maintains records and prepares a variety of reports documenting parolee and pre-parolee history, developments and adjustments.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, and practices of investigation, supervision, and reporting in parole work.

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

Knowledge of the principles, methods, and practices of criminology and penology.

Knowledge of casework principles and practices.

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

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:

- (a) One year of experience as a Parole Officer I 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:             27

Amended:               August, 1982

  
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RONALD B. AGUON  
Acting Executive Director  
Civil Service Commission