

CHIEF PAROLE OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Parole Services Division in the Department of Corrections.

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).

Administers the programs and activities of the Parole Services Division.

Formulates and initiates new and revised techniques and procedures of parole supervision.

Develops and establishes casework methods and standards; reviews pre-placement study performed by Parole Officers and social history submitted by the adult facility; determines proper action to be taken in the event of parolee arrest or other parole violation and makes necessary arrangement for the detention and return of parolee to the institution.

Investigates alleged violations and reports to the Territorial Parole Board, all applications for pardon, commutation of sentences, reprieve or remission of fine or forfeiture and other acts of executive clemency.

Confers with parole officers, social workers, police officials, court officials, the Territorial Parole Board, and other law officials; submits reports of findings and recommendations on parole cases; organizes and leads staff orientation and training in parole supervision and case preparation.

Directs the preparation and maintenance of records and reports; reviews, analyzes, and determines actions on reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern objectives and methods of parole work.

Knowledge of social resources and agencies which can be of assistance in the rehabilitation of parolees.

Knowledge of the statutes, rules and regulations, policies and procedures governing the Parole Services Division.

Knowledge of casework principles and methods.

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

Ability to administer the programs and activities of the Parole Services Division.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in operation, policies and procedures to improve effectiveness.

Ability to work effectively with criminally disturbed and maladjusted individuals, 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) Two years of experience as a Parole Officer III 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.

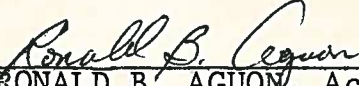
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

PAY RANGE: 36

AMENDED: AUGUST, 1982



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