



CLASSIFICATION NO. 485
Established: 12/84
FLSA: Non-Exempt
EEO: 4

PROBATION AND PAROLE OFFICER SPECIALIST

CLASS CHARACTERISTICS

Under direction, to manage and coordinate a project in the Department of Community Corrections; to provide functional supervision and instruction to assigned project staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Community Corrections provides a full-service program to adult offenders including pre-sentence investigations, diversion supervision, support services, probation and parole supervision, and a Residential Center program.

The Probation and Parole Officer Specialist is an advanced journey level class requiring thorough knowledge of corrections client management techniques, Community Corrections, and alternative sentencing programs. Under the direction of the Probation and Parole Supervisor, the incumbent develops, coordinates, and integrates administrative project(s)/program(s) into the general community corrections program activities. This is a non-supervisory class, but the incumbent does exercise team project leader responsibilities, including overseeing the work of assigned staff and independent decision making.

This class is distinguished from the lower level Probation and Parole Officer 1 and 2 where primary responsibilities involve case management services and typically does not involve special administrative projects. It is distinguished from Probation and Parole Supervisor by its narrower scope of staff supervision and by the level of offenders supervised.

TYPICAL TASKS

Duties may include but are not limited to:

1. Develops and oversees specialized corrections programs/projects which involve contact with corrections clients, staff, supervisors, the courts, the public, and community agencies; develops project/program goals and requirements. As a team leader, assigns, monitors and coordinates the work flow of project or program; oversees the activities of assigned staff.
2. Conducts group orientations; interviews and supervises specialized corrections client caseloads directly and through assigned staff for specific program requirements, goals and compliance with court-ordered directives; monitors client performance; ensures client adherence to conditions of supervision and conformance with agency/program policy and procedures; authorizes client returns to court, as appropriate.

3. Negotiates contracts with non-profits and public agencies to provide client labor. Prepares bid sheets for purchase of supplies and equipment; directly purchases equipment within authorized budget limits.
4. Develops and utilizes liaison/recruiting strategies to attract and maintain project participants; develops and maintains project orientation/training program for project participants. Represents department before various groups and organizations to promote the project/program; makes formal and informal presentations.
5. Submits and reviews written reports and testifies in court as required; establishes, documents, and maintains accurate files.
6. Under supervision, makes arrests, searches and seizures, transports prisoners, and does necessary follow-up and coordination of such activities with Law Enforcement Agencies.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Concepts and principles of human behavior and adjustment problems in adult offenders; advanced concepts and principles of social and correctional case and group work; caseload management and the criminal justice system including sentencing alternatives and probation.

Working knowledge of: Accepted management and supervisory techniques; availability of community and contract resources, Department of Community Corrections office procedures and methods of recordkeeping; legal aspects of probation involving liability involved with the exercise of limited peace officer powers.

Skill to: Instruct, coordinate and monitor the work of assigned staff; work without direct supervision; communicate effectively, both orally and in writing to offenders and the courts; work with people of varying backgrounds, including offenders, community agency personnel, the courts, volunteers, and other employees; relate client skills to community service needs; recruit, train, supervise, evaluate and motivate volunteers; develop public relations and promotional materials; maintain complete and accurate records; establish and maintain effective working relationships.

WORKING CONDITIONS

The majority of duties are of a sedentary nature or requiring limited standing or walking in a field environment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Law Enforcement Data System (LEDS) certification.
- Valid First Aid/CPR Certification.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within one year of hire, must possess Probation and Parole Officer Certification from Department of Public Safety Standards Training (DPSST).