

PROBATION AND PAROLE OFFICER 1

Nature of Work: Under general supervision, performs work at the beginning level, in investigating, counseling and providing continuous supervision for adult or juvenile probationers or parolees to assist in their social and personal adjustment. Work involves close contact with potentially dangerous clients with criminal backgrounds. Performs related work as required.

Distinguishing Characteristics: The Probation and Parole Officer 1 is distinguished from other levels by the entry level work in the investigation and supervision of probationers and parolees.

Examples of Work

- Investigates background histories of probationers or parolees; reviews court files, police reports and other pertinent reports to gather information concerning clients.
- Investigates activities of probationers or parolees to ascertain their level of readjustment to society.
- Interviews clients' family members, friends, employers, ministers and other persons concerned with clients' readjustment to society.
- Supervises and counsels probationers or parolees via office visits, employment visits, telephone inquiries, community contacts and correspondence.
- Writes reports detailing clients' progress and other reports as necessary.
- Enforces rules, regulations and conditions of clients' probation or parole.
- Prepares correspondence and petitions as necessary.
- Testifies in court concerning matters pertaining to clients such as sentencing, trials, pleas and violations of probation or parole conditions.
- Contacts community resources to arrange services for probationers or parolees for job development and other services.

Knowledge, Skills and Abilities

- Knowledge of social and psychological principles of human behavior and environmental and cultural forces.
- Knowledge of modern principles of criminology and penology.
- Knowledge of community, social and economic resources for job placement and employment possibilities.
- Knowledge of probation and parole casework management and interviewing techniques.

PROBATION AND PAROLE OFFICER 1 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of the criminal justice system and corrections process. Skill in the oral and written presentation of factual material.

Ability to counsel probationers and parolees to aid in their readjustment to society.

Ability to conduct interviews, assemble information and write clear and concise reports.

Ability to work effectively with disturbed and maladjusted individuals.

Ability to assess clients' potential behavior patterns.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with probationers or parolees, co-workers, other agency representatives and the general public.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university in Business Administration, Public Administration, Business Management, Management, Political Science, Industrial Relations/Management, Organizational Behavior/Management, Psychology, Sociology, Criminal Justice, Corrections, Social Work or closely related field.

Condition of Employment with Division of Corrections:

Firearms are to be distributed at the discretion of the Commissioner of the West Virginia Division of Corrections and anyone authorized to carry a firearm must successfully complete a psychological evaluation prior to issuance.

Incumbents authorized to carry a firearm must meet annual training requirements established through the West Virginia Corrections Academy.

Established: 8/19/93

Revised: 5/5/03, 4/22/05

Effective: 4/22/05