

PROBATION AND PAROLE OFFICER 2

Nature of Work: Under general supervision, performs full-performance level work in investigating, counseling and providing continuous supervision for a designated caseload of 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: Performs at the full-performance level investigating, counseling and providing continuous supervision for a designated caseload of adult or juvenile probationers or parolees to assist in their social and personal adjustment.

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 adjustment 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 and parole conditions.
- Contacts community resources to arrange services for probationers or parolees for job development and other services.
- Conducts preliminary parole violation hearings to determine if probable cause exists to refer subject to final parole revocation to Director, Parole 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.

PROBATION AND PAROLE OFFICER 2 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of community, social and economic resources for job placement and employment opportunities.

Knowledge of probation and parole casework management and interviewing techniques.

Knowledge of the criminal justice system and corrections process.

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

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

Ability to assess clients' potential behavior patterns.

Ability to work effectively with disturbed or maladjusted individuals.

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.

Experience: Two years of full-time or equivalent part-time paid experience in one or more of the following fields: counseling, probation and parole, social services, rehabilitation services, or related work.

Substitution: Graduate study in a related field at an accredited university may be substituted for the required experience on a year-for-year basis.

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