

PROBATION AND PAROLE OFFICER 3

Nature of Work: Under limited supervision, performs advanced level and supervisory 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. Organizes, directs and reviews the work of other probation and parole officers, performs advanced or special casework services, and directs the entire operation of a probation and parole office including fiscal operations, program functions and record maintenance. Work involves contact with potentially dangerous clients with criminal backgrounds. Performs related work as required.

Distinguishing Characteristics: The Probation and Parole Officer 3 is distinguished from the other levels by the more advanced or special casework services assigned. Directs the entire operation of a probation and parole area.

Examples of Work

Organizes and directs the work of other probation and parole officers and a small clerical staff.

Reviews and evaluates the quality of work performed by other probation and parole officers.

Orients and instructs new probation and parole officers in proper techniques and procedures.

Coordinates and directs the overall functions of a probation and parole office including fiscal operations, program functions and record maintenance.

Investigates background histories of probationers or parolees; reviews court files, police reports and other pertinent reports to gather information concerning clients.

Interviews activities of probationers or parolees to ascertain their level of adjustment 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; writes other necessary reports.

Enforces rules, regulations and conditions of clients' probation or parole.

PROBATION AND PAROLE OFFICER 3 (CONT'D)**Examples of Work (cont'd)**

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 to 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 opportunities.
Knowledge of probation and parole casework management and interviewing techniques.
Knowledge of the criminal justice system and corrections process.
Ability to organize and direct the work of others.
Ability to direct all functions of a probation and parole officer.
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 review the work of others to determine quality.
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 and 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.

PROBATION AND PAROLE OFFICER 3 (CONT'D)

Minimum Qualifications (con'td)

Experience: Four years full-time or equivalent part-time paid experience in at least one of the following fields: counseling, probation and parole, social services, rehabilitation services or a closely related field.

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
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Effective: 4/22/05