

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Regional Warrants Specialist

SALARY GROUP: B17

DEPARTMENT: Parole Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 02/29/2016

POSITION #: 051026

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in program planning, development, and implementation; assists in the development of program policies, procedures, rules, and regulations; assists in the review of program functions, operations, and procedures; and ensures compliance with policies and procedures.
 - B. Monitors caseloads to ensure compliance with conditions of parole and prepares reports of findings and recommendations; assists in preparing and evaluating program budget requests; assists in preparing, editing, and reviewing reports, studies, and specialized research projects; and maintains a database to generate statistical reports.
 - C. Confers with offenders, parolees, law enforcement, and other governmental agencies; and investigates and reviews offender-related information to assess and determine offender risks and needs as related to release processing or violations of supervision.
 - D. Assists in the preparation of training and operational manuals, educational materials, and information programs; provides training to others; and assists in providing technical assistance in the program area.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, or community supervision experience.
3. TLETs experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to evaluate program activities.
5. Skill to conduct interviews and prepare technical reports.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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Page 3 of 3

8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill in administrative problem-solving techniques.
12. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.