

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -
Intermediate Sanction Facility

SALARY GROUP: B16

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: 03/14/2013

POSITION #: 051263

I. JOB SUMMARY

Performs highly complex parole administration and supervision work. Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; conducting case analyses; and supervising others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Supervises the Intermediate Sanction Facilities (ISF) program; plans, schedules, and supervises parole administration activities; performs case reviews to ensure parole officer compliance with laws, rules, policies, and procedures; and assigns cases and monitors parole officer caseloads.
 - B. Visits ISF facilities and Substance Abuse Felony Punishment Facilities (SAFPF), jails, correctional facilities, courthouses, social services, and other agencies to obtain offender information, coordinate parole investigations, and to resolve problems.
 - C. Schedules offenders for transfer to SAFPF from ISF facilities; monitors offender populations, length of stay, and compliance while in ISF/SAFPF and prepares reports of findings and recommendations; and completes and submits ISF/SAFPF packets on ineligible offenders.
 - D. Performs criminal information searches and retrieval using the Texas Department of Public Safety criminal history system access.
 - E. Supervises the work of others; assists in preparation of training and procedural manuals and program information; and provides training to parole officers.
- * 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 Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Four years full-time, wage-earning case work or case processing experience in the criminal justice or social services field.
3. Parole officer experience preferred.
4. Computer operations experience preferred.
5. Technical review or program evaluation experience preferred.
6. Teaching, training, or staff development experience preferred.
7. Must possess a valid state driver's license.

Must maintain valid license(s) for continued employment in position.

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.state.tx.us/divisions/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of applicable laws, rules, regulations, and statutes regarding pardons and paroles.

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Page 3 of 3

5. Skill to review technical data and prepare technical reports.
6. Skill in problem-solving techniques.
7. Skill to effectively interview and counsel difficult offenders.
8. Skill to evaluate offender adjustment and identify special problems.
9. Skill to conduct investigations.
10. Skill to train and supervise the work of others.
11. Skill in public address.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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, climb stairs, 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, and use firearms.
- 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, urinalyses equipment, firearms, telephone, and automobile.