

**BOARD OF PARDONS AND PAROLES
POSITION DESCRIPTION**

POSITION TITLE: PAROLE OFFICER IV -
Hearing Officer or Analyst

SALARY GROUP: B18

DEPARTMENT: Board of Pardons and Paroles

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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: Michael Billings DATE: 05/24/2011

POSITION #: 064037

I. JOB SUMMARY

Performs advanced parole and administrative hearing work. Work involves coordinating parole activities; and providing assistance on special work problems. Works under limited supervision with considerable latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Directs actions to be taken on specific parole cases; conducts administrative hearings regarding the parole process in compliance with law, policies, procedures, rules, and regulations of the Board of Pardons and Paroles; determines whether a case should proceed from preliminary to revocation hearing for final disposition; makes recommendations to the Board on the disposition of parole violation cases; and conducts other hearings as required.
 - B. Reviews testimony and related documentation presented by parole staff; assists staff in developing new sources of information and improving casework techniques; and approves actions and reports of parole officers.
 - C. Develops and recommends program guidelines, policies, procedures, rules, and regulations for review and approval by management; and prepares and submits proposals and reports regarding the administrative hearing process.
 - D. Develops training materials and conducts training programs; and provides technical assistance and information to agency staff and the public regarding the administrative hearing process.
 - E. Plans, organizes, and assigns the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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, Law, Public Administration, or Social Work preferred.
2. Six years full-time, wage-earning criminal justice or social services experience

or

current active license to practice law in the State of Texas and two years full-time, wage-earning criminal justice or administrative law experience.

Must maintain a current active license to practice law in the State of Texas during employment with the Board of Pardons and Paroles through the State Bar of Texas or other appropriate Texas licensing authority.

3. Criminal justice administration experience in conducting or reviewing administrative hearings involving parole or probation preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.
2. Knowledge of legal proceedings and administrative law in the State of Texas.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill in public address.
10. Skill to review technical data and prepare technical reports.
11. Skill in the electronic transmission of communications.
12. Skill in the use of recording and transcription equipment.
13. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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 15-44 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, recording and transcription equipment, telephone, and automobile.