

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER I -
Institutional Parole Officer

SALARY GROUP: B14

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: Tracy Long DATE: 12/21/2015

POSITION #: 064078

I. JOB SUMMARY

Performs entry-level parole administration work. Work involves providing supervision to offenders; conducting parole investigations; and obtaining information for and preparing parole administration documentation. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Schedules and conducts interviews with offenders to obtain information, explain the parole process, and deliver notices of parole panel action; compiles documents, analyzes information, and prepares reports to include case summaries; and performs data entry, retrieval, and data searches.
 - B. Screens sentenced offenders for special programs; verifies parole eligibility dates; participates in screening, interviewing, and release processing of parole prospects; and coordinates and communicates offender information with staff, departments, officials, agencies, organizations, and the public.
 - C. Prepares responses to correspondence, inquiries, and offender requests following established procedures regarding confidential information; and responds to inquiries from offenders and the public in person, telephonically, and in writing.
 - D. 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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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, Psychology, Social Work, Sociology, or related field preferred.
2. Case work or case processing experience in the criminal justice or social services fields preferred.
3. Computer operations experience preferred.
4. Must possess a valid state driver 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.texas.gov/divisions/hr/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 the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes regarding pardons and paroles.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.

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7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.
14. Skill in the electronic transmission of communications.
15. Skill to interview and counsel offenders.
16. Skill to evaluate offender adjustment and identify special problems.
17. 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, climb stairs, 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, calculator, copier, fax machine, dictation equipment, telephone, and automobile.