

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -
Internal Reviewer

SALARY GROUP: B19

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: Rene Hinojosa DATE: 03/14/2025

POSITION #: 051261

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Plans, schedules, and supervises parole officer activities; coordinates parole supervision activities with other units, departments, and entities; and assists in developing and implementing policies and procedures.
 - B. Visits offender residences, jails, correctional facilities, courthouses, social services, and other agencies to obtain offender information, coordinate parole investigations, and to resolve problems.
 - C. Conducts individual case reviews to monitor parole officer compliance in the supervision of offenders to include alcohol and drug testing.
 - D. Conducts scheduled office reviews to ensure compliance with agency and divisional guidelines, policies, and procedures and state regulations and statutes; reviews and evaluates documentation and recommendations; and prepares reports of findings and proposals for improving program operations.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - F. Establishes and provides training to parole officers; and counsels with parole officers and offenders on difficult cases.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -
Internal Reviewer

SALARY GROUP: B19

DEPARTMENT: Parole Division

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. 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 with a maximum substitution of two years.
2. Three years full-time, wage-earning criminal justice, case management, case processing, or military experience.
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 have 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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -
 Internal Reviewer

SALARY GROUP: B19

DEPARTMENT: Parole Division

Page 3 of 3

4. Knowledge of applicable laws, rules, regulations, and statutes regarding pardons and paroles.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to review technical data and prepare technical reports.
8. Skill in problem-solving techniques.
9. Skill to effectively interview and counsel difficult offenders.
10. Skill to evaluate offender adjustment and identify special problems.
11. Skill to conduct investigations.
12. Skill in public address.
13. 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, chemicals used for urinalysis, 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 may include computer and related equipment, calculator, copier, fax machine, urinalyses equipment, firearms, telephone, dolly, and automobile.