

## **PROBATION/PAROLE FIELD SPECIALIST**

### CLASS CONCEPT

This is professional work performed as Officers of the Court where employees function as a lead Probation and Parole Officer with responsibility for training and supervising new Probation and Parole Officers. Work assignments involve assisting Chief Probation and Parole Officer(s) with case reviews of other officers and conducting special research or administrative assignments. Employees train other officers in the techniques of case management and the counseling of offenders with a wide variety of sanctions (such as split-sentence, electronic house arrest, drug treatment). Employees train and conduct in-depth risk and needs assessments to provide the court with recommendations regarding the offenders' suitability for community-based supervision, treatment and sanctions. Work assignments include the exercise of significant involvement in the counseling and treatment of offenders. Work requires the application of significant judgment, independence, and advanced supervision and counseling techniques.

Employees work primarily with new hires in the field, but work locations also include office, court, Department of Correction, and institutional facilities. Direct services are provided to the offenders at their homes, or places of employment, which may be hostile or unsanitary. Positions will frequently be exposed to high crime, violence-prone areas which may include threats from the offenders, family members and the associates of the offenders who may be hostile, resistant and violent. Violent interactions may result in bodily injury. Under certain circumstances, employees may be required to restrain or use deadly force against offenders when performing their duties. Work requires working flexible hours to include day, night, weekend emergency response, and on-call availability.

Probation/Parole Field Specialists report to a Chief Probation and Parole Officer.

### EXAMPLES OF DUTIES PERFORMED

Employees train and counsel new Probation and Parole Officers in all areas of probation and parole including managing a variety of cases, supervising offenders, and communicating with a variety of court, law enforcement, and treatment officials. Employees operate at a high level of discretion, competence and judgment in matters of training on statutory interpretation, policies, and procedures. Work assignments include training and conducting assessments of the needs of offenders; analyzing family and community dynamics and public safety in selecting treatment and supportive counseling approaches; and conferring with judges, lawyers, and others to determine the required supervision level. Employees develop and document treatment plans by identifying and linking offenders to support networks, and serve as a liaison on behalf of the offenders.

Employees train new Probation and Parole Officers in counseling, directing and motivating offenders to meet and complete their probation or parole commitment. Employees work with offenders, families, attorneys and court officials in the development and implementation of treatment plans. Work requires frequent contact with community resource agencies to supervise and counsel offenders. gather information, monitor and maintain documents of progress, and to refer offenders to the appropriate resources.

Employees provide case reviews of other officers, and may perform special research or administrative assignments.

Perform related duties as required.

RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities

Thorough knowledge of community corrections, probation, parole, and post-release.  
Thorough knowledge of court procedures; law enforcement agencies, officials, and their operational procedures; the characteristics of various socio-economic populations and community resources; as well as interviewing and supportive and crisis counseling techniques.  
Significant knowledge of structured sentencing, criminal law and statutory guidelines.  
Considerable knowledge of criminal behavior, relapse cycle, family and group dynamics, intervention and prevention techniques.  
Considerable knowledge of the techniques of counseling, interviewing, job recruitment and placement.  
Skill in training and leading other Probation and Parole Officers.  
Skill in establishing rapport with the offenders and the offenders' families.  
Skill in supportive and directive counseling in motivating offenders.  
Skill in crisis management.  
Skill in using and teaching automated systems and applicable software programs.  
Ability to plan, assign, and supervise the work of subordinate employees.  
Ability to work independently in precarious situations.  
Ability to express ideas clearly and concisely and to plan and execute work.  
Ability to establish and maintain effective working relationships with subordinates, co-workers, court officials, law enforcement officers, community agencies, and the general public.  
Ability to analyze problems, develop legally acceptable solutions and to express oneself clearly in oral and written form.

Minimum Training and Experience - Graduation from a four-year college or university with a major in criminal justice, correctional services, psychology, social work, or other related human services field, and two years of experience as a Probation/Parole Officer; or an equivalent combination of training and experience.\*

**\*There is no equivalency for the four-year degree requirement based on N.C. Criminal Justice Education and Training Standards Commission.**

All degrees must be received from appropriately accredited institutions.

Necessary Special Qualifications - Must be eligible for certification by the North Carolina Criminal Justice Education and Training Standards Commission.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.