

PAROLE CASE ANALYST I

DESCRIPTION OF WORK

This is professional level analyst work within the Parole Commission. The work typically involves analysis of post release supervision, misdemeanor and felony parole cases, and occasionally will work with mixed law cases. Work may involve DWI offenses. Work involves compiling information on inmates and making recommendations to the Parole Commission on the feasibility of granting parole or setting the conditions of post-release supervision. Employees are responsible for creating recommendations to the Parole Commission by utilizing a variety of reports and databases such as: crime version, socioeconomic data, criminal history, drug and alcohol history, medical and psychological reports from Prisons, court records from Administrative Office of the Courts, information and reports from Community Supervision staff, records and reports from the Department of Motor Vehicles, other criminal databases such as Criminal Justice Law Enforcement Automated Data Services (CJLEADS), and the NC General Statutes.

Employees are responsible for reviewing all pertinent data related to each case file and making their recommendation to the Parole Commission based upon public safety risk, nature and circumstance of the offense, behavior of the inmate while incarcerated, and consistent application of appropriate sentencing laws that were in affect when the offense was committed. Employees routinely answer letters and phone calls from offenders and their family members, victims and their family members, as well as attorneys and other interested parties. Employees may coordinate releases to other states when offenders are released as well as to other federal jurisdictions such as Immigration, depending upon the conditions of the release, and to other pending charges. Employees present their case recommendations and analysis to the Parole Commission, and make recommendations for the conditions of release.

EXAMPLES OF DUTIES PERFORMED

Employees are responsible for reviewing all pertinent data in case files when establishing parole and post-release supervision eligibility and conditions of release. Employees consult with Probation/Parole Officers to conduct investigations into release and home plans to include home visits. Employees may request psychological evaluations, and mental health aftercare information of offenders, if necessary.

Employees analyze various variables including: the crime itself and prior criminal record, psychological, medical, psychiatric data, prison conduct, and information received from Probation/Parole Officers, which includes socioeconomic education background, work history, employment plans, housing plans, and family, law enforcement, and community reactions; and concerns of convicting/sentencing judges, and the prosecuting District Attorney. Emphasis of the depth of analysis or factors used in the evaluation process varies with the type of crime involved, the psychological evaluation obtained, or the type of case, such as: parole, post supervised release, early medical, and early deportation release.

Work requires a considerable knowledge of policies and procedures of the Parole Commission, considerable knowledge of parole and post release supervision legalities and computation of eligibility dates, and knowledge of both the prison and probation/parole systems.

Employees require working knowledge of psychological and sociological aspects of offenders, and an understanding and knowledge of community resources for offenders. Employee errors could result in inmate's continued incarceration, or the inappropriate release of an inmate having the potential to result in a public safety threat. Employees explain their rationale for recommending or denying parole to inmates, inmates' families, judges, victims and their families, and other interested parties.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Considerable knowledge of the methods, objectives, and problems of parole and post release work.

Considerable knowledge of sentencing laws to include all applicable rules and regulations.

General knowledge of social agencies and other community resources concerned with the rehabilitation of offenders.

General knowledge of the habits, attitudes, and psychology of offenders with criminal tendencies.

Ability to analyze facts and opinions in cases involving the social adjustment of criminal offenders.

Ability to perform analytical work in determining the advisability of granting paroles and post release supervision conditions, that are most suitable for the achievement of the social rehabilitation of offenders.

Ability to prepare reports concerning information obtained and actions recommended.

Ability to express oneself clearly in oral and written form.

Minimum Education and Experience Requirements

Graduation from a four-year college or university and three years of related experience such as probation and parole or criminal justice experience that has included involvement in interpreting sentencing laws and statutes; or an equivalent combination of education and experience.