

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Parole Officer S4		<b>Class Code:</b> 007DA4
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM PAT 4	<b>Effective Date:</b> 12-12-14
	<b>Summary:</b> Incumbent functions in the central office as an administrator performing highly responsible activities with regard to parole programs.		

**Duties:**

- Provides technical guidance, clarifies and interprets policies, resolves problems, plans and implements statewide policies and prepares correspondence as needed;
- Monitors compliance with parole program activities and administrative proficiency, plans monitoring activities, writes reports and applies standards for quality control;
- Analyzes proposals for parole activities, makes funding decisions, provides expert input to executive personnel and prepares documents for distribution;
- Performs liaison functions relative to parole program areas, acts with task forces, community groups and councils, coordinates activities with other professional and/or state agencies or other divisions within agency and attends staff meetings and conferences;
- Performs related duties as required.

**Job Requirements:**

- Broad knowledge of theory and philosophy governing corrections, parole and social work;
- Extensive knowledge of practices and procedures of parole casework;
- Extensive knowledge of policies of industrial, governmental and community organizations available for use in aiding welfare of parolees;
- Extensive knowledge of laws, rules and regulations relating to corrections and parole;
- Specialized knowledge of agency/program objectives, regulations and administrative policies and procedures;
- Thorough knowledge of all source materials and references including federal and state laws governing parole;
- Broad knowledge of, and experience with, policies and procedures of state government related specifically to corrections and parole;
- Ability to communicate complex theories and principles to a broad spectrum, both verbally and in writing;
- Ability to comprehend, analyze, interpret and correlate technical material;
- Ability to anticipate problems and initiate corrective action;
- Ability to plan and implement programs on own initiative;
- Ability to exercise judgment in handling complex and significant variables which arise;
- Willingness to undergo a background investigation.

**Difficulty of Work:**

The incumbent supervises subordinate staff and district supervisors as necessary and has overall responsibility for all parole policy recommendations. Work is broad in scope and involves complex and significant variables. Often, new circumstances or other situations must be dealt with. General guidelines are established with regard to supervision and management, but the incumbent must use extensive independent judgment in performing assigned duties.

**Responsibility:**

Incumbent makes a major contribution through application of agency policy to especially complex matters. Superiors indicate general purpose of activities and desired results. Assistance for unusual problems or deviations from policy is neither solicited nor expected.

**Personal Work Relationships:**

Relationships are maintained with institutional personnel, federal, state and local law enforcement agencies and courts, local staff, community-based agencies and the public to ensure efficient design and implementation of agency policies. Often these contacts require non-routine problem solving in the face of considerable disagreement or controversy.

**Physical Effort:**

Incumbent must be able to use restraint methods and equipment as necessary.