

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Parole Officer S5		<b>Class Code:</b> 007DA5
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM PAT 5	<b>Effective Date:</b> 12-12-14
	<b>Summary:</b> Incumbent as an administrator and assists in the overall supervision of parole agents and district supervisors.		

**Duties:**

- Provides technical assistance on a continuous basis, clarifies and interprets policies, assists in resolving problems, plans and implements statewide training sessions and prepares correspondence;
- 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 recommendations, provides information 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;
- Provides research to develop, implement, monitor and evaluate parole system performance;
- Maintains necessary statistical data required for reports, audits, public information and statewide coordination of program delivery system;
- 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;
- Ability to exercise judgment in handling complex and significant variables;
- Ability to develop and deliver new programs and services to include accompanying principles and procedures;
- Ability to thoroughly analyze, monitor and evaluate program(s) including providing data regarding implications upon agency's operations;
- Ability to coordinate the work of others;
- Ability to assemble, organize and express, in written and verbal form, accurate and complete records and reports;
- Ability to be effective in counseling and interview situations;
- Effectively communicate, both orally and in writing;
- 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. Unusual problems or deviations from policy may be discussed at the discretion of the incumbent.

**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.

**Working Conditions:**

Work is normally completed in an office setting; however, travel may be required.