

## PROBATION / PAROLE ASSOCIATE

### DESCRIPTION OF WORK

This is entry level professional work in the supervision primarily of moderate risk/moderate need to some high risk/high need offenders who have been placed on probation by the courts or who are under a period of parole or post release supervision. Employees may assist with the supervision of: 1) intermediate supervision cases, and/or 2) specialized/high profile cases (e.g., sex offenders, domestic violence, developmentally disabled). Employees will gradually assume a caseload which will contain these higher risk offenders. Employees complete specific evaluations and risk assessments to provide the court with recommendations regarding offenders' suitability for community-based supervision, treatment and sanctions; and exercise significant involvement in counseling and treatment of offenders. Case plans typically include a wide variety of sanctions (e.g., split-sentence and electronic house arrest). Employees monitor offenders' progress primarily through home and community visits. Employees will frequently be exposed to high crime, violence-prone areas which may result in threats from the offenders, family members, and the associates of 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 flexible hours to include day, night, weekend, emergency response, and on-call availability. Perform related duties as required. Probation/Parole Associates report to a Chief Probation and Parole Officer.

### EXAMPLES OF DUTIES PERFORMED

Follow various levels of moderate and some high risk/need offenders through agency and external services while operating with a high level of discretion, competence and judgment in matters of statutory interpretation, policies, and procedures. Conduct assessments of offenders' needs and analyze family and community dynamics and public safety in selecting treatment and supportive counseling approaches. Apply risk assessment instruments and confer with judges, lawyers, and others to determine the required supervision level. Develop and document treatment plans by identifying and linking to support networks, and serve as a liaison on behalf of the offenders.

Provide supportive and directive counseling in motivating offenders to meet and complete their probation or post-release/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.

### RECRUITMENT STANDARDS

#### Knowledge, Skills and Abilities

General knowledge of criminal behavior, family and group dynamics, intervention and prevention techniques.

Working knowledge in the area of community corrections, probation, parole, and post-release including, but not limited to, structured sentencing, criminal law and statutory guidelines.

General knowledge of court procedures, operational procedures of law enforcement agencies and officials, characteristics of various socio-economic populations and community resources.

Ability to use and adapt to web based systems and applicable software programs.

Ability to establish and maintain effective professional relationships with the offenders and the offenders' families.

Ability to establish and maintain effective working relationships with co-workers, court officials, law enforcement officers, community agencies, and the general public.

Ability to work independently in precarious situations.

Ability to analyze problems, develop legally acceptable solutions and express oneself clearly in oral and written form.

Ability to complete Criminal Justice Education and Training Standards including the use of firearms, self defense and other required training.

Minimum Education and Experience

Bachelor's degree in criminal justice, psychology, social work, or other related human services field from an appropriately accredited institution.

\*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. Must complete the Criminal Justice Standards Training requirements and all other requirements for General Certification within one year or as required by the 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.