



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE & PROBATION SUPERVISOR	36	B	12.619
PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

SERIES CONCEPT

Parole & Probation Specialists perform technical duties in administrative functions and units, which do not require peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and probationers, pre-sentence investigations, determination of restitution and supervision fees, and referral services for the assigned unit. Positions in this series obtain and verify information; prepare and process case files and recommend appropriate action; and monitor offender activities. Incumbents are not Peace Officer's Standards and Training (P.O.S.T.) certified and do not perform law enforcement functions such as conducting field inspections of offenders' worksite or residence, conducting surveillance, searches and arrests, or transporting prisoners to court or detention facilities.

Process documentation associated with the release of offenders being paroled, in residential confinement, in drug court supervision, and residing in a state other than Nevada; review files received from the court/parole board for required signatures, pre-release plan, criminal history, parole eligibility dates, and the terms and conditions of parole/probation.

Research the criminal and personal history of the offender including the facts surrounding the current offense, special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; obtain reporting instructions and transfer offender files to the appropriate location; notify victims prior to release of offenders or of special circumstances as requested; contact law enforcement agencies that have placed a hold on the offender and arrange for parole to the agency's custody; contact service providers such as residential and inpatient programs and arrange for program participation upon release from custody.

Monitor offenders through written correspondence and the telephone; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee or probationer is in compliance with stipulated agreements; establish and monitor compliance with payment plans and renegotiate payments if offender falls in arrears; track actions taken by the court/parole board; prepare various reports regarding violations of probation or parole, progress or discharge, and monthly case load status; advise and direct offenders to comply with the terms of parole and/or probation.

Develop and maintain case files for each offender containing legal documents regarding criminal history, probation and parole agreements, monthly reports, correspondence and records which chronologically list contacts with the offender; compile information, present recommendations, and submit various reports and documents to the court/parole board for review and action after obtaining supervisory approval; audit case files in compliance with agency standards; prepare statistical reports detailing case activity to conform with agency requirements.

Monitor and track hearing dates; provide documentation for hearings; make appearances at hearings and provide testimony as necessary; obtain hearing results and follow up on court/parole board directives, actions, and recommendations.

Perform related duties as assigned.

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CLASS CONCEPTS

Parole & Probation Supervisor: Under general direction, incumbents plan, organize, coordinate and supervise the day-to-day activities of a large staff of Parole & Probation Specialist III's and IV's. Incumbents may be required to write pre-sentence investigation reports, but the primary focus at this level is to review the work of lower level Parole & Probation Specialists.

Supervise assigned staff in daily work; review completed pre-sentence investigative reports for quality, accuracy, consistency and timeliness; establish work performance standards; evaluate performance; initiate disciplinary action as required; determine the training needs of staff, and provide training and guidance for staff development; approve over-time, leave requests, time-sheets and personnel documentation for assigned staff; assign caseloads based on established criteria.

Assist higher-level management staff with the preparation of reports and statistical analyses and participate in the development of the work unit's budget.

Implement federal, State and agency regulations, policies, procedures and guidelines related to program operations; recommend changes to established policies, procedures, and guidelines; provide assigned staff with explanations, clarifications and interpretations of policies and procedures.

This class is distinguished from the Parole & Probation Specialist IV class by full supervisory responsibility for a large staff of Parole & Probation Specialist III's and IV's.

Parole & Probation Specialist IV: Incumbents at this level are assigned to a Court Services Unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time working on the most complex and high profile cases and reports. High profile cases are defined by the agency as those involving severe or heinous crimes, extensive media coverage, pardons investigations, cases with a large number of victims, and/or large restitution cases. In addition, incumbents train and provide guidance to lower level specialists in the Court Services Unit; and review and approve the work of others during peak workload periods and in the absence of the supervisor; track, monitor and evaluate the progress of trainees and provide input to the supervisor regarding trainees' performance.

Parole & Probation Specialist III: Incumbents at this level either:

- 1) Work in the Court Services Unit and assist offenders in completing the pre-sentence interview questionnaire, check offender's criminal history, write comprehensive reports to the court regarding the offender's crime, and make recommendations regarding the offender. Incumbents represent the agency in court, provide testimony regarding the recommendation, and respond to questions from the judge. The scope of responsibility includes completing the pre-sentence report and recommendation and representing the agency in a court of law; or
- 2) Perform as leadworker in the Pre-Release Unit, Interstate Compact Unit, or similar work unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time on complex cases; train and provide guidance to lower level specialists; prepare statistical reports; and review and approve the work of others during peak workload periods and in the absence of the supervisor.

Parole & Probation Specialist II: Incumbents at this level either:

- 1) Work in the Pre-Release Unit, Interstate Compact Unit, or similar work unit in which positions perform professional level duties but do not require P.O.S.T. certification. In the Pre-Release Unit, incumbents

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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist II: (cont'd)

track and monitor a case load of parolees/probationers who are currently incarcerated, process all documentation associated with the release of offenders being paroled, and for inmates allowed to reside in Nevada communities under residential confinement or drug court supervision. Incumbents may have face-to-face contact with offenders. In the Interstate Compact Unit, incumbents track and monitor offenders and process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole/probation. Incumbents may have telephone or face-to-face contact with the offenders. In these units, incumbents make decisions subject to supervisory review; however, they work independently and must use judgment and initiative to apply general guidelines and regulations to specific situations; or

- 2) Continue to work as a trainee and acquire additional skills and experience in performing duties in the Court Services Unit. Progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

Parole & Probation Specialist I: Under the direct supervision of an assigned supervisor, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Education above the high school level in criminal justice, law enforcement, social or human services, social or behavioral sciences, public administration or business administration, liberal arts, or related field may be substituted for experience on a year-for-year basis.

PAROLE & PROBATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts or related field and two years of advanced level or lead experience in casework services, pre-sentencing investigations, and/or other criminal justice related field; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Parole & Probation Specialist IV in Nevada State service. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: applicable laws, rules, regulations, policies and procedures relating to parole and probation; principles, methods, techniques and trends in parole and probation casework; purpose, format and content of pre-sentence investigation reports. **General knowledge of:** basic methods and techniques of

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

supervision and training. **Ability to:** plan, organize and direct the work of others; communicate effectively both orally and in writing; use technology, computer systems and applications; secure the cooperation of individuals and agencies; assist in preparing statistical and analytical reports; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State of Nevada laws, rules, regulations, policies and procedures relating to parole, probation and other related institutions. **Working knowledge of:** functions and procedures of courts involved with the work of the agency. **Ability to:** train, supervise and evaluate the performance of assigned staff; work collaboratively within and across organizational boundaries to achieve common goals; identify customer expectations and respond appropriately to their needs.

PAROLE & PROBATION SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or related field and two years of experience performing casework services and pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, making recommendations in court, and preparing and presenting reports for a court of law; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist III in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: criminal and administrative law and criminal procedures; case load management techniques; methods and techniques of interviewing. **Working knowledge of:** goals and objectives of the unit to which assigned; professional courtroom demeanor and etiquette. **Ability to:** present high profile and complex cases in a court of law; provide necessary guidance and training to lower level staff; review required reports and forms to detect discrepancies and ensure compliance with established policy and procedures and State statutes; assist the supervisor in reviewing and approving comprehensive reports prepared by others; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: proper handling of complex and high profile cases; training techniques. **Working knowledge of:** division mission, goals and objectives. **Ability to:** effectively direct activities of lower level staff; coordinate staff case assignments and prioritize tasks; articulate to the supervisor the abilities of staff being trained; detect problems or issues during training; act as the liaison between the supervisor and staff member being trained; work with the supervisor in reviewing, analyzing, and providing input regarding lower level staff.

PAROLE & PROBATION SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or related field and one year of experience making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

enforcement, social or behavioral services environment; **OR** graduation from high school and five years of progressively responsible administrative or technical program support experience, three years of which included making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist II in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques used to conduct extensive research into client or offender criminal, employment and/or income history; English composition skills sufficient to prepare comprehensive reports and recommendations; correct English usage, grammar, spelling and punctuation. **General knowledge of:** appropriate courtroom behavior. **Ability to:** prepare comprehensive investigative reports and recommendations; represent the agency in a pre-hearing or judicial environment; provide chronological exhibits and testimony in court; provide guidance and train new and lower level staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division policies and procedures as applied to the assignment; interstate compact process. **Ability to:** recommend appropriate sentences assigned to offenders including alternative recommendations; understand, interpret and apply policies and procedures required of the program assignment; objectively investigate and review information in accordance with federal regulations and State laws; make appropriate recommendations within established policies and procedures; independently determine the nature of investigations; understand technical terms, abbreviations and phrases used in law enforcement and legal records; read and evaluate law enforcement documents to determine the appropriate course of action; write and verbally defend professional judgments and recommendations presented in court.

PAROLE & PROBATION SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or a related field; **OR** graduation from high school or equivalent education and four years of progressively responsible administrative or technical program support experience, two years of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service. One year of the experience must have included working with clients or individuals in a law enforcement, social or behavioral services environment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist I in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques used to maintain detailed information concerning cases; methods and techniques of interviewing, advising and providing guidance to others; confidentiality rules and regulations; functions and purpose of the parole and probation system. **General knowledge of:** criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for a court or the Parole Board; functions and jurisdiction of law enforcement agencies, related criminal justice and service entities. **Ability to:** apply casework principles and practices; read, interpret and

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

evaluate client history from records and information system files; act decisively on administrative actions by recording and transmitting information in an authoritative and professional manner; read, interpret and evaluate various criminal statutes; evaluate financial information and make appropriate recommendations as required; calculate payments, arrearages, compile statistical data; read and understand violations of parole and probation agreements, directives, court and parole board orders, and act in accordance with prescribed policies and procedures; provide testimony before hearing boards, effectively communicate court and/or Parole Board orders, and division policies and procedures; prepare a variety of forms and reports according to established policies and procedures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: department and division policy, procedure, and directives related to the assignment; Nevada criminal justice system including court processes and systems; computer systems and programs used by the division. **Ability to:** effectively manage assigned workload with minimal supervision; carry out multiple tasks and assignments in a timely manner; make appropriate casework decisions.

PAROLE & PROBATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible administrative or technical program support experience, one year of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods and techniques of interviewing, advising and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources. **General knowledge of:** criminal justice system; confidentiality rules and regulations. **Ability to:** write and prepare concise, logical, and grammatically correct reports and written materials; read, interpret, apply, and explain rules and regulations to others; communicate effectively both orally and in writing; interview individuals to obtain and verify information; secure facts by personal contacts and researching/verifying records; establish and maintain effective working relationships; maintain records and files including recording and retaining information in chronological order; use modern office equipment including computers and applicable software; make decisions within established limits of authority; evaluate historical data and current information in order to reach logical conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Parole & Probation Specialist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	5/5/09UC	5/6/02UC	5/6/02UC	7/1/01P 4/27/01PC	7/1/01P 4/27/01PC
REVISED:				5/6/02UC	5/6/02UC
REVISED:		7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:		6/20/06UC	6/20/06UC	6/20/06UC	6/20/06UC
REVISED:		5/5/09UC	5/5/09UC	5/5/09UC	5/5/09UC
REVISED:	10/21/15RNC	10/21/15RNC	10/21/15RNC	10/21/15UC	10/21/15RNC