



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	B	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, assisting in the monitoring of low-risk cases, pre-parole investigations, housing, and resource assistance, conducting risk assessments, pre-sentence investigations, determining 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 caseload 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; develop and execute case plans; 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.

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Parole & Probation Supervisor: Under general direction, incumbents plan, organize, coordinate, and supervise the day-to-day activities of a staff of Parole & Probation Specialists. Incumbents may be required to write pre-sentence investigation, pardon investigation reports, and/or post-conviction reports, but the primary focus at this level is to supervise the work of lower-level Parole & Probation Specialists to include conducting performance evaluations, developing work performance standards, work assignment and review, scheduling, timekeeping, training, and discipline.

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 staff of at least five Parole & Probation Specialists.

Parole & Probation Specialist IV: Incumbents at this level, in addition to being able to perform the full range of duties outlined in the series concept, either:

- 1) Work in the Pardons Unit as a Pardons Investigator. Incumbents are responsible for the completion of a comprehensive investigation on requests for pardons to include, but not limited to, a review of pardon applications, conducting interviews with the applicant, contacting the victims of the crime, conducting a full criminal history and social media investigation, and preparing and submitting a comprehensive investigative summary report to include a recommendation as to whether the division should support or oppose the pardon request. These reports, upon review and approval of the Division Chief, are submitted to the Board of Pardon Commissioners to use in their determination to grant or deny a request for pardon. Incumbents may be required to personally brief the Governor, or their staff, on the pardon applications appearing on the Commission agenda.
- 2) Work as a lead worker over an assigned staff of lower-level Parole & Probations Specialists located in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. Incumbents spend the preponderance of time assigning, reviewing, and approving work; training and providing guidance; monitoring and evaluating the progress of lower-level staff and providing input to the supervisor regarding performance. In addition, incumbents may be assigned the most complex and high-profile cases and reports which are defined by the agency as those involving severe or heinous crimes, extensive media coverage, cases with a large number of victims, and/or large restitution cases. Incumbents are expected to manage a small caseload as workload dictates.

Parole & Probation Specialist III: Incumbents at this level perform duties as described in the series concept at the advanced journey level and either:

- 1) Work in the Court Services Unit and assist offenders in completing the pre-sentence interview questionnaire, check offender's criminal history, complete a risk assessment to determine criminogenic risks and needs; provide resources to offenders based on their needs, write comprehensive pre-sentence

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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist III: (cont'd)

- 1) (cont'd)
investigation reports to the court and post-conviction reports to the parole board regarding the offender's crime and provide aggravating and mitigating factors regarding the offender for the Court's consideration. Incumbents may represent the agency in court, provide testimony regarding the recommendation, and respond to questions from the judge; or
- 2) Work in the Offender Supervision Unit, under the direct guidance of a sworn officer, and assist them in carrying out investigations and supervision duties to include performing administrative supervision functions for the lowest risk offenders that do not require peace officer certification such as receiving information from the offender, gathering additional information regarding the offender's activities, determining compliance with administrative conditions of supervision, preparing reports, drafting correspondence, performing risk and needs assessments and documenting information within the records management system for assigned cases; or
- 3) Work in the Re-Entry Unit, where incumbents are physically located within a correctional facility and/or jail. In addition to being able to perform the duties described in the series concept, incumbents meet personally with inmates to assist in formulating viable release plans; review reports to identify which parole-eligible inmates are lacking parole plans and then formulate same; coordinate with Department of Corrections staff to schedule inmates for re-entry meetings; participate in program analysis and provide feedback to supervisor for improvement and added efficiency; respond to and initiate contact with public and private service providers, community organizations and groups to assist Division in maintenance of a list of programs and services available to parolees; provide documented feedback and status to supervisor relating to programs, referrals, interagency cooperation and relationships to ensure and improve program development; develop and maintain case files; and provide analytical, narrative and statistical reports regarding activities as required. In addition, incumbents coordinate with local Courts, Parole & Probation Officers, and the Parole Board regarding the dispositions of offenders incarcerated in local jail; or
- 4) Work as a lead worker in the Pre-Release Unit, Interstate Compact Unit, Warrants and Extradition 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 assign, 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 perform duties as described in the series concept and either:

- 1) Work in the Pre-Release Unit and track and monitor a caseload 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; assist investigating officers by conducting preliminary pre-parole investigations of sponsors and proposed residences; may have face-to-face contact with offenders. This is the journey level in the series for the Pre-Release Unit; or
- 2) Work in the Interstate Compact Unit and track and monitor offenders; process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole/probation; investigate inmate indigent claims and process confirmed cases in accordance with established policies and procedures; may have telephone and/or face-to-face contact with offenders. This is the journey level in the series for the Interstate Compact Unit; or

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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist II: (cont'd)

- 3) Work in the Warrants and Extraditions Unit and review, process, and transfer warrant and extradition files; prepare and submit accurate reports and computer entries; conduct service of preliminary inquiry hearing paperwork; liaison for fugitive team and other law enforcement entities; will have telephone and/or face-to-face contact with offenders. This is the journey level for the Warrants and Extraditions Unit; or
- 4) Continue to work as a trainee and acquire additional skills and experience in performing duties in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. This is the continuing trainee level for these units and incumbents may progress to the next level in the series upon satisfactory performance, meeting the minimum qualifications, and with the recommendation of the appointing authority.

Parole & Probation Specialist I: Under close supervision, incumbents receive training in performing the duties outlined in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon satisfactory performance, meeting the minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. These positions will be identified at the time of recruitment.

PAROLE & PROBATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and two years of professional experience performing pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, preparing pre-release and re-entry case plans, supervising caseloads, and preparing and presenting reports for a court of law; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** one year of experience as a Parole & Probation Specialist IV in Nevada State service; **OR** two years of experience as a Parole & Probation Specialist III in Nevada State service; **OR** three years of experience as a Parole & Probation Specialist II in either the Pre-Release, Interstate Compact or Warrants and Extradition Unit in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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, pre-release, and re-entry reports. **General knowledge of:** basic methods and techniques of supervision and training; supervising caseloads such as Deportee, Interstate Compact, Pre-Release and/or Warrants and Extraditions. **Ability to:** plan, organize and direct the work of others; 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.*

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SUPERVISOR (cont'd)

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 and one year of professional experience performing pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, and preparing and presenting reports for a court of law; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as a Parole & Probation Specialist III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: criminal and administrative law and criminal procedures; caseload 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, to the Board of Pardon Commissioners and/or the Governor and their staff; develop and maintain collaborative working relationships with high level executives, commissioners, courts, law enforcement, and the criminal history repository; 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 and one year of paraprofessional and/or technical experience researching and verifying information, maintaining case records, interviewing clients, and writing correspondence or reports in a law enforcement, social or behavioral services environment; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Parole & Probation Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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:**

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 appropriate courtroom behavior. **Ability to:** analyze information, problems, and objectives and identify and recommend solutions; assess and select appropriate communication methods when dealing with deviant and/or emotional behavior; 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:** 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; communicate effectively with offenders using evidence based practices; 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; **OR** graduation from high school or equivalent education and two years of paraprofessional and/or technical experience interviewing, providing guidance, and explaining rules, regulations, policies, procedures, and/or program criteria; **OR** one year of experience as a Parole & Probation Specialist I in Nevada State service; **OR** one year of experience as an Administrative Assistant IV in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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; functions and jurisdiction of law enforcement agencies, related criminal justice agencies, and service entities; English composition skills sufficient to prepare comprehensive reports and recommendations to include correct grammar, spelling, and punctuation. **Ability to:** apply casework principles and practices; read, interpret and 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; operate computer equipment sufficient to enter, retrieve, and/or access information; *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

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd) 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 one year of paraprofessional and/or technical experience interviewing, providing guidance, and explaining rules, regulations, policies, procedures, and/or program criteria; **OR** one year of experience as an Administrative Assistant III in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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 verbally 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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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
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REVISED:	9/29/17PC	9/29/17PC	9/29/17PC	9/29/17PC	9/29/17PC
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