

Job Classification Specification

Jobcode Data

Effective Date Job Code 078141 Status A Reg/Temp Preferred

Description PROB/PAR OFFICER 1*

Minimum Salary Range \$3958.00 Maximum Salary Range \$5950.00

Job Classification Specification

Effective Date 01/16/2024

SUMMARY

Summary: Under general supervision is responsible for entry-level probation and parole work of average difficulty, and performs related work as required.

Distinguishing Features: An employee in this class performs on a full-time basis a set of trainee duties in the field of Probation and Parole, learning to plan and/or implement services for in Probation and Parole for the State of Tennessee. Supervision is initially close, but as an incumbent learns procedures and practices, supervision becomes more general. The employee will be eligible for preferred status after completing a probationary period.

RESPONSIBILITIES

Processing Information:

1. Prepares and maintains offenders' records and reports; identifies criminal activities and background information in reports or standard forms which answer special requests by the parole board; prepares narrative reports of the investigation process; total caseload activities when preparing monthly reports.

Evaluating Information to Determine Compliance with Standards:

1. Utilizes compliance reports on a monthly basis to determine the officers' work is in compliance with standards required by policy and procedures.
2. Monitors the offenders under their supervision to ensure compliance with release requirements set for the offenders by policy and procedures.

Getting Information:

1. Interviews probationers and parolees regularly to evaluate their progress in accomplishing goals and maintaining the terms specified in their probation contracts and rehabilitation plans.
2. Searches on state, local, and federal databases for incidents and additional information related to their offenders.
3. Monitors and reviews e-mails related to the status of their offenders.
4. Conducts pre-hearing and pre-release investigations and testifies in court regarding the offenders' backgrounds and recommended sentences and sentencing conditions as required by policy.
5. Conducts searches of offender residences, vehicles and person as required by policy.

Establishing and Maintaining Interpersonal Relationships:

1. Acts as liaison with judges, court personnel, law enforcement and other agencies concerned with the probation/parole program and who may have an effect upon the success of agency goals.
2. Interacts with each offender in a positive and respectful manner always dealing with hostile attitudes and the offender in a controlled and calming manner.
3. Interacts in a positive manner with other staff members and other fellow employees to foster and maintain a harmonious working environment.

Making Decisions and Solving Problems:

1. Requests arrest warrants for non-compliance by the offenders as required by policy and procedures.
2. Utilizes compiled offender information in order to determine proper steps for treatment.

Monitor Processes, Materials, or Surroundings:

1. Supervises people on community-based sentences, such as electronically monitored home detention, and provide field supervision of probationers by conducting curfew checks or visits to home, work, or school.
2. Administers drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs.
3. Attends and monitors court hearings of offenders.
4. Receives and responds to correspondence from other states related to offenders' supervision.
5. Receives and responds to GPS alerts regarding offenders and processes notifications.
6. Recommends remedial action or initiates court action in response to noncompliance with terms of probation or parole. Enforces and follows up on court orders and board conditions for release.

7. Prepares and follows up with risk assessments form Level Service Case Management Inventory (LSCMI) or any designated assessment tools.

Resolving Conflicts and Negotiating with Others:

1. Handles offender complaints and grievances quickly and professionally as required by policy and procedures.

Analyzing Data or Information:

1. Analyzes reports for needed action related to the offenders under their supervision.

Assisting and Caring for Others:

1. Responds appropriately when personal assistance is needed.

Judging the Qualities of Things, Services, or People:

1. Uses Level Service Case Management Inventory (LSCMI) to determine the offenders' risk level and frequency of needed services.
2. Investigates significant offender and staff related events to determine if incident reports are required by policy and procedures.
3. Assists offenders in decision-making processes.
4. Assesses the availability of service providers to deliver appropriate services to offenders.
5. Assists in determining the value of court ordered offender restitution.

Communicating with Supervisors, Peers, or Subordinates:

1. Effectively communicates with other staff, supervisors, and other agencies concerning events, activities, and policies related to offenders to promote effective completion of work tasks.

Developing Objectives and Strategies:

1. Develops a transitional accountability plan informing offenders of the requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations.
2. Develops appropriate sanctions for offender compliance with their conditions of release.

Training and Teaching Others:

1. Mentors and/or assists in training new staff.

Identifying Objects, Actions, and Events:

1. Writes reports describing offenders' progress. Identifying offender status and updating personal information and employer information.
2. Coordinates clinical assessments for offenders. Arranges for medical, mental health, or substance abuse treatment services according to individual needs or court orders.
3. Identifies and verifies offenders' location and movement between local, state, federal facilities, and/or supervising field offices.

Performing for or Working Directly with the Public:

1. Performs duties and functions in a professional manner toward the public as a representative of the agency.

Communicating with Persons Outside Organization:

1. Represents the organization in a variety of formal and informal contracts.
2. Exchanges information with law enforcement officers, district attorneys, other state agencies, and other states related to offenders.
3. Effectively communicates with public concerning events, activities, and policies related to offenders.
4. Exchanges information with representatives with outside organizations and community agencies about programs that can help the offender adjust to the community.

Inspecting Equipment, Structures, or Material:

1. Inspects office and specialty equipment, such as a GPS, and supplies to ensure adequate supplies of functional equipment are available as needed for their job functions.
2. Inspects personal safety equipment including vest, baton, pepper spray to ensure proper condition and functioning.

Interacting With Computers:

1. Uses a Computer to maintain offenders' files and other required work.

Scheduling Work and Activities:

1. Schedules offender activities such as public service work, orientation, court, classes, in-take processing, drug

screens, and home visits.

Interpreting the Meaning of Information for Others:

1. Discusses the risk and needs assessments with offenders.

Coaching and Developing Others:

1. Discusses with offenders how such issues as drug and alcohol abuse and anger management problems might have played roles in their criminal behavior.

Documenting/Recording Information:

1. Documents and records personal working time and travel.
2. Prepares and maintains contact notes on offenders within the case file folder and in required databases and records.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Plans personal work schedules to accommodate activities for monitoring offenders.

Organizing, Planning, and Prioritizing Work:

1. Prioritizes and schedules daily, weekly, and monthly personal work activities.

Updating and Using Relevant Knowledge:

1. Attends and participates in all required in service and pre service training related to applying new knowledge o their job responsibilities.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Uses personal car or state vehicle to perform home visits or other work related travel.

QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree.

Substitution of Experience for Education: Full-time related professional experience may be substituted for the bachelor's degree on a year-for-year basis. This includes law enforcement experience.

Necessary Special Qualifications: *Applicants for this class must:*

1. Be willing to and able to qualify with, carry, and use assigned weapons;
2. Be at least eighteen (18) years of age on the date of application;
3. Be a citizen of the United States;
4. Have a good moral character, as determined by investigation;
5. Complete a criminal history disclosure form in a manner approved by the appointing authority;
6. Agree to release all records involving their criminal history to the appointing authority;
7. Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check;
8. Have no conviction for a felony or any domestic assault convictions or have been discharged under any other than honorable conditions from any branch of the United States armed forces;
9. Pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position;
10. Pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position;
11. Submit to and pass a pre-employment screening test for use of illegal drugs;
12. Possess a valid motor vehicle operator's license at the time of appointment;
13. Upon appointment, successfully complete all additional prescribed course of instruction at the Tennessee Correction Academy and any and all on-line training.

COMPETENCIES

Competencies:

1. Time Management
2. Written Communications
3. Problem Solving
4. Ethics and Values
5. Customer Focus
6. Organizing

7. Planning
8. Composure
9. Priority Setting
10. Dealing with Ambiguity

Knowledge:

1. Administration and Management
2. Clerical
3. Customer and Personal Service
4. Law and Government
5. Psychology
6. Public Safety and Security

Skills:

1. Active Listening
2. Complex Problem Solving
3. Critical Thinking Skills
4. Instructing
5. Learning Strategies
6. Monitoring
7. Persuasion
8. Reading Comprehension
9. Service Orientation
10. Speaking
11. Time Management
12. Writing

Abilities:

1. Deductive Reasoning
2. Information Ordering
3. Oral Comprehension
4. Oral Expression
5. Problem Sensitivity
6. Speech Clarity
7. Time Sharing
8. Written Comprehension

TOOLS & EQUIPMENT

1. Personal Computer
2. Telephone
3. Fax Machine
4. Printer
5. Copy Machine
6. Motor Vehicles
7. Cameras
8. Two-Way Radios