

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 078142                      Status A                      Reg/Temp Preferred

Description PROB/PAR OFFICER 2\*

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

### Job Classification Specification

Effective Date 01/16/2024

### SUMMARY

**Summary:** Under general direction, is responsible for professional probation and parole work of average difficulty; and performs related work as required.

**Distinguishing Features:** This is the working level class in the Prob/Par Officer sub-series. An employee in this class supervises a caseload of probationers and/or parolees. This class is flexibly staffed with and differs from the Prob/Par Officer 1 in that an incumbent of the latter performs entry-level work. This class differs from the Prob/Par Officer 3 in that an incumbent of the latter is responsible for leading others in probation and/or parole work.

### 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.

#### Getting Information:

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

#### Establishing and Maintaining Interpersonal Relationships:

1. Interacts with each offender in a positive and respectful manner always dealing with hostile attitudes and the offender in a controlled and calming manner.
2. 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.
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.

**Resolving Conflicts and Negotiating with Others:**

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

**Judging the Qualities of Things, Services, or People:**

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

**Developing Objectives and Strategies:**

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

**Evaluating Information to Determine Compliance with Standards:**

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

**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. Recommends remedial action or initiates court action in response to noncompliance with terms of probation or parole as required for enforcing and following up on court orders and / or board conditions for release.
3. Receives and responds to GPS alerts regarding offenders and processes notifications.
4. Administers drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs.
5. Prepares and follows up with risk assessments from LSCMI or any designated assessment tools.
6. Attends and monitors court hearings of offenders.
7. Receives and responds to correspondence from other states related to offenders' supervision.

**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.

**Assisting and Caring for Others:**

1. Responds appropriately when personal assistance is needed.

**Training and Teaching Others:**

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

**Communicating with Persons Outside Organization:**

1. Represents the organization in a variety of formal and informal contacts.
2. Exchanges information with law enforcement officers, district attorneys, other state agencies, and other states related to offenders.
3. Effectively communicates with the 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.

**Analyzing Data or Information:**

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

**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.

**Interpreting the Meaning of Information for Others:**

1. Discusses the risk and needs assessments with offenders.

**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.

**Interacting With Computers:**

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

**Documenting/Recording Information:**

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

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

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

**Scheduling Work and Activities:**

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

**Organizing, Planning, and Prioritizing Work:**

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

**Identifying Objects, Actions, and Events:**

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

**Inspecting Equipment, Structures, or Material:**

1. Inspects personal safety equipment including vest, baton, pepper spray to ensure proper condition and functioning.
2. 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.

**Updating and Using Relevant Knowledge:**

1. Attends and participates in all required in service and pre service training related to applying new knowledge to 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 and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

**Substitution of Graduate Course Work for Experience:** Graduate course credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work and/or law may be substitute for the required experience to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**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.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

## COMPETENCIES

**Competencies:**

1. Problem Solving
2. Written Communications
3. Time Management
4. Composure
5. Customer Focus
6. Dealing with Ambiguity
7. Organizing
8. Ethics and Values
9. Priority Setting
10. Functional/Technical Competencies

**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. Critical Thinking
3. Learning Strategies
4. Monitoring
5. Reading Comprehension
6. Speaking
7. Writing
8. Persuasion
9. Service Orientation
10. Complex Problem Solving
11. Time Management

**Abilities:**

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

**TOOLS & EQUIPMENT**

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

Other Law Enforcement related equipment as required