



CORR - PAROLE SPECIALIST

CHARACTERISTICS OF WORK:

This is professional work involving the compilation and computation of parole information on inmates. The incumbent reviews pertinent inmate information, and prepares synopsis for the Parole Board so eligible inmates can be considered for parole in a timely manner. The work includes reviewing and collecting files and data, participating in classification decisions, providing information on inmates to authorized persons, and completing Risk Matrix information on inmates. Supervision is received from a Branch Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Criminology, Guidance and Counseling, Sociology, or a related field;

AND

Experience:

Two (2) years of experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Criminology, Guidance and Counseling, Sociology, or a related field;

AND

Experience:

Three (3) years of experience related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Seven (7) years of experience related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful

performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Information Management: Identifies a need for and knows where or how to gather information; organizes and maintains information.

Reviews pertinent inmate information and prepares synopsis for the Parole Board or authorized persons. Reviews files and processes eligible inmates for Community Work Center placement.

Clerical Support: Exhibits knowledge of filing, typing, entering data, reviewing and maintaining records, and using and completing forms.

Completes and maintains files, records, and statistics regarding eligible inmates. Prepares Risk Matrix forms on inmates who are considered for early release.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.

Schedules parole revocation hearings. Provides special assistance to Parole Board and provides technical assistance. Serves on various decision and planning committees to establish policies and procedures regarding inmate classification and treatment programs.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Aligns personal behavior with agency standards. Takes initiative to accomplish stated and unstated goals. Maintains appropriate

standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares administrative functions for Mississippi Department of Corrections (MDOC) and Parole Board.
2. Performs maintenance of data on parole files for Mississippi Department of Corrections (MDOC) and Parole Board.
3. Prepares materials on offenders being considered for Parole.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Monitors movement of parole violators to ensure hearings are held in a timely manner in compliance with State Law.

Schedules parole revocation hearings.

Provides special assistance to Parole Board such as attending Parole Board meetings, and providing clerical support, technical assistance, and special reports.

Serves on various decision and planning committees.

Completes and maintains files, records, and statistics regarding eligible inmates.

Prepares supplemental docket of all offenders who are past their parole eligibility dates.

Reviews files and processes eligible inmates who are located in the Community Work Center.

Responds to inquiries regarding inmates from legislative, judicial, and law enforcement personnel in order to provide current information regarding disposition and placement of inmates.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.