

**CLASS TITLE: ASSISTANT PROBATION AND PAROLE ADMINISTRATOR**

**Class Code: 02827700**  
**Pay Grade: 38A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Probation and Parole Administrator in planning, coordinating and directing the statewide probation and parole services; to have special responsibility for the direction of the State Family Court probation and parole services' in case of the absence of the Administrator or his inability to serve from any cause, to act as Administrator; and to do related work as required.

**SUPERVISION RECEIVED:** Work is under the administrative direction of, and is initiated as a result of conferences with, the Probation and Parole Administrator; work is appraised by results accomplished and is usually carried to completion independently, though subject to occasional review.

**SUPERVISION EXERCISED:** Assists in planning, coordinating and directing all field, staff and clerical service activities performed in carrying out the objectives of a probation and parole program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Probation and Parole Administrator in planning, coordinating and directing the state wide probation and parole services; to have special responsibility for the direction of the State Family Court probation and parole services; in case of the absence of the Administrator or his inability to serve, to act as Administrator.

To assist in the administration of the probation services of the District Court and Superior Court; to have special responsibility for directing the Family Court probation services, including pre-court investigations and the planning and implementation of programs of rehabilitation.

To assist in administering parole services to the correctional institutions, the Parole Board and the training schools; to consult with the staff of the training schools for the purpose of evaluating the adjustment of residents and for the purpose of making recommendations to the proper authorities concerning release or continued detention.

To direct the investigation and reconciliation services in all domestic relation's cases of the Family Court.

To assist in the administration of the interstate compact for probation and parole; to direct the supervision of juveniles on probation or parole from courts or institutions of other states and to arrange for the out of state supervision of juveniles placed on probation or parole from this State's agencies.

To assist in the planning and development of a program of public relations; as required, to make public addresses and to perform other public relations work relative to the probation and parole program.

To assist, with special responsibility in areas served by the Family Court; in directing the preparation of case histories and summaries of all persons referred to the Division of Alcoholism, the Child Welfare Services, or to other public or private agencies and in directing the presentation to the courts of the findings of such agencies.

To assist in the formulation and evaluation of policies, standards and procedures applied in the investigative and rehabilitative functions of the state-wide probation and parole program.

To assist in directing the review of case records and the adjustment of case loads, particularly the probation and parole services of the State Family Court; to consult with and advise subordinates in the more difficult cases.

To assist in directing the apprehension and surrender of all violations of probation to the courts.

To assist in directing the compilation of criminal statistics for use by federal, state and local law enforcement agencies.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of social case work as applied to the rehabilitation of juvenile, youth and adult offenders and their reestablishment in the community; the ability to direct and review the State Family Court probation and parole services, including pre-court investigations, investigative and reconciliation services in domestic relations cases and cases of contributing to the delinquency or waywardness of minors; a thorough knowledge of State Laws relating to probation and parole; the ability to assist in the formulation of policies and the establishment and maintenance of standards relating to the investigative and rehabilitative functions of a probation and parole program; a familiarity with the broad field of criminology; the ability to maintain effective working relationships with the courts, correctional institutions and other public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree from an accredited institution of higher education in Social Work, Criminology, Psychology, Education, Public Administration or a related field, which includes or is supplemented by extensive study of the principles and practices of probation and parole; and

**Experience:** Such as may have been gained through: fulltime employment in a responsible supervisory position in an agency performing social casework, rehabilitative or correctional functions.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

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