



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PROBATION AND PAROLE OFFICER III

Job Number: 20001169

Job Code: 63040V231216

Job Group: 6300 - PROBATION AND PAROLE

Job Established: 06/16/1990

Job Revised: 12/16/2023

Grade: 14 Salary (MIN - MID):

\$21,514-\$32,271 - Hourly

\$3,496.04-\$5,244.04 - 37.5 Hr. Monthly Salary

\$3,729.10-\$5,593.64 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**\$29.219 - Hourly**

**\$4,748.10 - 37.5 Hr. Monthly Salary**

**\$5,064.64 - 40 Hr. Monthly Salary**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, counsels and directs persons on probation and parole from Kentucky or other states under terms of the Interstate Compact; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have ten or more years of probation and parole service.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in probation work and/or parole work, corrections, law enforcement, criminal justice, social work dealing with the rehabilitation of offenders, or in the supervision and care of young adults (ages 12-21) in a residential, correctional, group home, detention or day treatment program or any combination of the above will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be 21 years of age. Will be required to carry and/or use a firearm; applicant must not be prohibited from the purchase, receipt, or possession of firearms, ammunition, or both pursuant to applicable federal or state law while employed in this job classification; applicant must demonstrate competence with a firearm by successful completion of all required firearms safety

training courses offered or approved by the hiring agency. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and counsels all assigned probationers, parolees, and other designated clientele. Interviews client to gather information. Maintains dialogue with client. Investigates and verifies information. Advises client of legal rights. Formulates, develops, and monitors plan of supervision for client. Acts as liaison between client and legal and enforcement authorities. Makes contacts and referrals for client's housing, employment, education, etc. Prepares and maintains detailed client records and reports. Provides testimony and evidence in hearings or trials concerning violations of terms of probation or parole. When necessary, arrests and/or transports violators and inmates to proper authority. Prepares all necessary documentation requested by courts, central office, or Parole Board for hearings or legal purposes. Prepares and investigates all special assignments such as pardon, commutation of sentence, and out of state requests. Provides all client services as mandated by law, regulation, or policy.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to physically respond to an emergency situation. Must be able to assist in an evacuation or rescue, bend, lift, run or walk swiftly in order to physically disrupt fights or intervene in a combative situation to protect fellow employees, offender, or citizens from the threat of harm or actual harm at the hands of an offender and/or resident. Must possess the physical agility to secure an offender and/or resident with handcuffs and/or ankle chains or other restraints and, if necessary, engage in forced movement of offenders and/or residents from one location to another.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Employees typically work with convicted felons which may present hazardous situations such as arresting and/or transporting violators to proper authorities.

**ADDITIONAL REQUIREMENTS:**

Applicants must not have been convicted of a misdemeanor crime of domestic violence, a felony, or trafficking in narcotics, dangerous drugs, or controlled substances. Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*