

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38620
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	02	Grade:	17A
Workers Comp Code:	7720		

Job Code Established:	05/21/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Youth Parole Officer Series

JOB CODE TITLE: YOUTH PAROLE OFFICER I

HRIS TITLE: YOUTH PAROLE OFFICER I

CHARACTERISTICS OF THE CLASS: Under close supervision or lead from higher level parole officer, performs entry-level duties of a parole officer, provides casework services to youth parolees, conducts community investigations for pre-release, furlough and parole violations. Interviews clients and families and provides guidance; arranges support services network; provides surveillance; conducts search and seizure activities; frequently works in concert as a team member with senior level parole officers; arrests, detains and transports clients; carries a reduced work level caseload and perform related work as required.

EXAMPLES OF DUTIES: Assists in providing supervision and enforcing parole agreements and stipulations for youth. Determines appropriate placement, education goals and work program of assigned youth. Formulates a work schedule and timetable for self on periodic basis. Meets with juvenile institution staff, youth, juvenile judges, counselors, families and placement centers to develop parole and treatment plans, goals and objectives. Acts as liaison with a variety of community agencies (school, counseling and treatment centers, juvenile justice system, etc.). Coordinate the treatment, counseling and supervision needs of youth. Meets with assigned youth on a scheduled basis and conducts unscheduled visits to home, work, or school. Discusses parole and treatment goals, accomplishments, inappropriate behavior or violations. Recommends and assists youth in developing objectives to meet parole requirements. Provides guidance and advises youth and family regarding rules, appropriate behavior, program opportunities, personal or family problems, emergency situations, medical and psychological needs. Makes appropriate referrals and encourages behavior modification. Performs enforcement activities regarding parole violations. Assists local law enforcement and state agencies in locating, apprehending, transferring, arresting, booking and detention of youth. Documents information received from youth, family, referral services, State agencies, etc. and develops required reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: casework principles; criminal and administrative law and due process as applied to juvenile offenders; cultural and ethnic differences as applied to program placement of youth; policies, procedures, programs and activities established for the agency; growth, development, needs and problems of youth; dynamics of human behavior and crises intervention.

Skill/Ability to: conducting interviews; assessing needs of youth; providing constructive social adjustment programs; compiling and maintaining case summaries and records; interpersonal relationships; oral and written communication; apply casework principles in the supervision of youth; effectively communicate youth with various social, cultural, economic and educational backgrounds; to maintain a professional demeanor in the face of resistance, indifference or hostility.

SPECIAL SELECTION FACTOR: One year of experience as a Youth Program Officer I or two years experience as a Youth Correction Officer II or equivalent OR two years of experience working with youth in organized activities or programs. 30 semester hours applicable toward a degree in social, behavioral sciences will substitute for one year of the required experience. Special Selection Factors: A current Arizona driver's license appropriate to the assignment is required at the time of appointment.