

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38621
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	02	Grade:	18B
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 II

HRIS TITLE: YOUTH PAROLE OFFICER II

CHARACTERISTICS OF THE CLASS: Under general supervision, performs skilled duties providing casework services to juvenile parolees; conducts investigations for pre-release and parole violations; interviews clients and assess need; instructs on and enforces release conditions; arranges support services network; advises and interacts; conducts surveillance, search and seizure activities; arrest, detains and transports clients.

EXAMPLES OF DUTIES: Provides supervision, enforces parole agreements and stipulations for youth. Determines appropriate placement, education goals and work program for assigned youth. Formulates 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.) Coordinates the treatment, counseling and supervision needs of youth. Meets with assigned youth on a scheduled basis and conducts unscheduled visits to home, work, and 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; responsible for 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 II or Parole Officer I or equivalent; OR three years of experience working with youth in organized activities or programs. 60 semester hours applicable toward a degree in social, behavioral or recreation sciences will substitute for two years of the required experience. Special Selection Factors: A current Arizona driver's license appropriate to the assignment is required at the time of appointment.