

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38622</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRYOUTH</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19C</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>05/21/98</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Youth Parole Officer Series

**JOB CODE TITLE:** YOUTH PAROLE OFFICER III

**HRIS TITLE:** YOUTH PAROLE OFFICER III

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs difficult and/or specialized case management and serves as the designated back-up supervisor of a metro office serving youth parolees; assigns cases; reviews and recommends actions by subordinates staff; and assists in budgets and other administrative matters.

**EXAMPLES OF DUTIES:** Provides supervision, case management, enforces parole agreements and stipulations for youth. Determines appropriate placement, educational goals and work program for assigned youth. Formulates work schedule and timetable for self and staff on a periodic basis. Meets with 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 from commitment to discharge from the department. Meets with assigned youth on a scheduled basis and conducts unscheduled visit 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. 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:** comprehensive case management principles and case management systems. Knowledge of local resources available to implement specialized treatment programs and parole plans; interstate compact policy and procedure; judicial process as it relates to the adjudication of juvenile offenders; agency policies and procedures; and knowledge of federal and state laws pertaining to the supervision and treatment of assigned youth.

**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; work on a variety of assignments with minimal supervision; prioritize assignments with changing workloads and deadlines; recognize emergency or dangerous situations and take appropriate action; and analyze problems, situations, practices and procedures to identify relevant concerns or factors to formulate logical and objective conclusions.

**SPECIAL SELECTION FACTOR:** One year of experience as a Youth Program Officer III or Youth Parole Officer II or equivalent; OR four 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 Factor: A current Arizona driver's license appropriate to the assignment is required at the time of appointment.