

Class Concept

This is professional level analyst work within the Parole Commission. The work typically involves analysis of post release supervision, misdemeanor and felony parole cases, and occasionally will work with mixed law cases. Work may involve DWI offenses. Work involves compiling information on inmates and making recommendations to the Parole Commission on the feasibility of granting parole or setting the conditions of post-release supervision. Employees are responsible for creating recommendations to the Parole Commission by utilizing a variety of reports and databases such as: crime version, socioeconomic data, criminal history, drug and alcohol history, medical and psychological reports from Prisons, court records from Administrative Office of the Courts, information and reports from Community Supervision staff, records and reports from the Department of Motor Vehicles, other criminal databases such as Criminal Justice Law Enforcement Automated Data Services (CJLEADS), and the NC General Statutes.

Employees are responsible for reviewing all pertinent data related to each case file and making their recommendation to the Parole Commission based upon public safety risk, nature and circumstance of the offense, behavior of the inmate while incarcerated, and consistent application of appropriate sentencing laws that were in affect when the offense was committed. Employees routinely answer letters and phone calls from offenders and their family members, victims and their family members, as well as attorneys and other interested parties. Employees may coordinate releases to other states when offenders are released as well as to other federal jurisdictions such as Immigration, depending upon the conditions of the release, and to other pending charges. Employees present their case recommendations and analysis to the Parole Commission, and make recommendations for the conditions of release.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of social agencies and other community resources concerned with the rehabilitation of offenders.
- Basic knowledge of the habits, attitudes, and psychology of offenders with criminal tendencies.
- Working knowledge of the methods, objectives, and problems of parole and post release work.
- Working knowledge of sentencing laws to include all applicable rules and regulations.
- Ability to analyze facts and opinions in cases involving the social adjustment of criminal offenders.
- Ability to perform analytical work in determining the advisability of granting paroles and post release supervision conditions, that are most suitable for the achievement of the social rehabilitation of offenders.
- Ability to prepare reports concerning information obtained and actions recommended.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of related experience such as probation and parole or criminal justice experience that has included involvement in interpreting sentencing laws and statutes; or an equivalent combination of education and experience.