

Class Concept

This is advanced level analyst work within the Parole Commission. The work often involves multiple sentencing laws, with differing guidelines and regulations. The work requires a more in-depth understanding of the multiple sentencing laws and greater familiarity with how different sentencing laws impact each other in making recommendations for parole and post release supervision. 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 Division 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 cases analysis and recommendations to the Parole Commission, and make recommendations for the conditions of release.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the methods, objectives, and problems of parole and post release work.
- Thorough knowledge of sentencing laws to include all applicable rules and regulations.
- Thorough knowledge of social agencies and other community resources concerned with the rehabilitation of offenders.
- Thorough knowledge and understanding of the habits, attitudes, and psychology of offenders with criminal tendencies.
- Ability to utilize multiple data sources such as: databases, reference materials, and case files to make appropriate decisions that are compliant with sentencing laws 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 suitable for the achievement of the social rehabilitation of offenders.
- Ability to provide advanced level expertise to less seasoned Parole Case Analysts.
- 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 five 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.