

### Class Concept

Work in this class involves performing specialized assignments for members of the Parole Commission and the Governor's Office primarily related to the review and investigation of requests for executive clemency (commutations and pardons) for incarcerated. Work involves the screening of pardon/commutation requests and the analysis of all pertinent information used to determine if requests merit additional action. Employee serves as a member of the Parole Commission management team providing input and assisting in the development of new program initiatives. Work involves the management of a specialized caseload of long-term jail inmates. In addition, employee is responsible for the screening and selection of inmates assigned to work in the Governor's Mansion.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of social agencies and other community resources concerned with the rehabilitation of inmates/parolees.
- Thorough knowledge of the commutation/pardon policies and procedures.
- Thorough knowledge of operational procedures at the Governor's Mansion.
- Thorough knowledge of the methods, objectives and problems of parole work.
- Thorough knowledge of the habits, attitudes and psychology of persons with criminal tendencies.
- Ability to analyze facts and opinions on cases involving the social adjustment of criminal offenders.
- Ability to perform analytical work in determining the advisability of granting parole, commutations and pardons to inmates, and to prepare parole plans suitable for the achievement of the social rehabilitation of parolees.
- Ability to prepare reports concerning information obtained and actions recommended.
- Ability to express oneself clearly both orally and in writing.

#### Minimum Education and Experience

Bachelor's degree preferably in a human services field from an appropriately accredited institution and two years of experience as a Parole Case Analyst; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.