

**CLASSIFICATION:** PROBATION-PAROLE OFFICER TRAINEE

**Class Code:** 7104-18

**Date Established:** 10-05-05

**Occupational Code:** 3-2-5

**Date of Last Revision:** 5-13-13

**BASIC PURPOSE:** To perform responsible assigned duties including field work as a trainee officer of the court and/or representative of the Parole Board in the supervision of probationers and parolees in the community under the supervision of the assigned Chief Probation-Parole Officer III.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- In a training status, provides appropriate level of supervision to probationers and parolees and inmates in the community in order to assure compliance with the terms and conditions of release.
- In a training status, conducts probation and parole investigations pertaining to assigned cases and makes recommendations to a designated superior concerning the disposition of investigated cases.
- Attends Court hearings and when required, appears before the Parole Board in order to provide information and/or recommendations regarding assigned cases.
- Submits detailed reports of alleged probation and parole violations to designated superior for evaluations and appropriate disposition.
- Implements and assists with enforcing orders of the Court and/or the Parole Board.
- Facilitates the collection of fines, restitution and court costs.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

**Supervision:** Requires no supervision of employees or functions.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in psychology, sociology, social services, education, behavioral science, criminal justice or related field.

**Experience:** Two years' experience in probation, parole, social welfare, law enforcement, corrections or related work.

**License/Certification:** Possession of a valid New Hampshire driver's license.

**SPECIAL REQUIREMENTS:**

1. Must be at least (21) years of age upon appointment.
2. For appointment consideration, the Department's selection process requires that candidates successfully participate in a public safety examination. Candidates must also pass a job-related physical agility test designed to measure the ability to perform physically demanding tasks. This test will consist of the Cooper Institute of Aerobics Research Standards, including 1 1/2 mile run, sits ups, pushups, and bench press.
3. Candidates receiving conditional offers of employment must pass background checks, prescribed medical examination, polygraph examinations and drug testing.
4. Candidates must be willing to accept employment at any one of the Division of Field Services District Office locations.
5. Must have residence telephone.

**RECOMMENDED WORK TRAITS:** Knowledge of sociology, anti-social and human behavior and criminal trends. Knowledge of methods, practices and procedures relative to case management, behavior change and probation and parole investigations. Knowledge of abusable substances and substance abusers. Ability to submit clear, concise written reports. Knowledge of rules of evidence, criminal statutes, court practices and procedures. Ability to work effectively with problematic individuals and make independent decisions in the field relative to client adjustment. Ability to analyze and interpret information gathered. Ability to recognize anti-social behavior and to analyze and identify motivating factors underlying criminal behavior for the purpose of recommending corrective action. Ability to manage offenders on an unbiased professional basis. Ability to demonstrate and perform as a positive role model. Ability to establish and maintain effective working relationships with other law enforcement agencies, court officials, Board of Parole, collateral agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.