



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PAROLE BOARD SPECIALIST I

Job Number: 20000659  
Job Code: 22500V000101  
Job Group: 2200 - CORRECTIONS  
Job Established: 07/16/2002  
Job Revised: 02/24/2006

Grade: 12	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Interviews, evaluates and assesses inmates by developing case histories, determining behavior patterns and preparing reports for the Parole Board to use in making parole decisions; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews documents contained in the inmate's file to determine the felony offense for which they have been convicted. Assigns the appropriate severity classification based on the offense. Reviews crime story contained in the pre-sentence report and compares it to the statutory definition of the crime. Compiles the scores assigned to various factors used in making parole board decisions such as: severity of crime, prior incarcerations, prior parole/shock probation revocations, present security level of the inmate, level of program participation, mental health problems, and disciplinary history. Compiles narrative explanations of various risk factors researched and places in format for the Parole Board's consideration. Interviews inmates to verify accuracy of information and resolve any discrepancies of information contained in their files. Appears at Parole Board hearings of inmates for whom they have done evaluations to answer any questions Board members have about information used to compile reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting within a correctional institution.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*