



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROBATION AND PAROLE DISTRICT SUPERVISOR

Job Number: 20001170

Job Code: 63050V000101

Job Group: 6300 - PROBATION AND PAROLE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 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.*

Supervises the probation and parole program in an assigned district; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Must have five years of professional experience in criminal justice, corrections, social work, public administration, or a closely related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in criminal justice, corrections, social work, public administration, or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years.

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.*

Assigns and supervises the work of probation and parole officers and support staff in an assigned area. Provides training to district staff. Reviews all completed staff reports. Inspects and investigates probation and parole officers work to assure compliance with policies and procedures. Prepares reports for central office on district activities. Attends staff meetings with central office staff. Represents the division in discussions with state and local officials in the assigned area. Meets with civic and religious groups to explain probation and parole activities. Conducts special assignments or investigations. Interprets department policies and procedures to staff and makes recommendations for changes. Performs the duties of a probation and parole officer as required.

UNIQUE PHYSICAL REQUIREMENTS:

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

Work typically involves the supervision of probation and parole officers. Work is typically performed in an office setting or in a public forum.

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.