

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS PAROLE AGENT

POSITION CODE: 09842  
Effective: 03/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs professional field work including the investigation and caseload management related to field supervision of committed persons and assisting in the apprehension of both escapees and parolees; performs placement, electronic monitoring surveillance with field contacts of committed persons; assists in executing warrants and arresting subjects in warrant status; works with law enforcement authorities, court officials and community based organizations; conducts compliance follow up on committed persons.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs placement investigations of releasee sites; assists in determining acceptability of living conditions and desirability of environment; reviews and analyzes institutional case records and case history reports of committed persons; assists in making decisions or recommendations relevant to placement; prepares a report of completion of investigation.
2. Manages a caseload; maintains personal contact with releasees, either assisting releasees with problems such as housing, substance abuse, or employment, special needs, etc.; receives ongoing information regarding the releasee's status including adherence to the conditions of their supervision, criminal activity, employment and current residence; prepares reports on each contact.
3. Conducts field visits to adult releasee's home, work, school or other locations; consults with and advises family members separately and jointly; refers committed persons to community based organization for services; conducts compliance follow up of committed persons referred to appropriate program services and ensures compliance with orders and conditions of release.
4. Requests warrants for the arrest of violators; assists in the transport or recovery of releasee violators or escapees; assists in the preliminary or administrative hearing process to determine probable cause for revocation or discipline; prepares the necessary documentation pertaining to the violation process.
5. Installs and maintains electronic monitoring equipment; responds to reported violations; provides ongoing response to date requiring intervention.
6. Assists in conducting self-policing, procedural audits to determine compliance with Administrative Directives, Departmental Rules and Agency Policies.
7. Works with statewide law enforcement agencies, officers of the court, and community-based organizations in matters relating to committed persons.

## CORRECTIONS PAROLE AGENT (Continued)

8. Coordinates efforts with statewide command center in the apprehension of parolees' who are absent without leave or escapees.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree in behavioral or social sciences, law enforcement or a closely related field.

Requires six months professional experience in the area of law enforcement, probation or parole work, or counseling work in a public or private agency or institution whose primary function is the treatment and rehabilitation of committed persons.

Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.

Knowledges, Skills and Abilities

Requires ability to qualify with firearms prior to the completion of the initial pre-service training curriculum, and annually thereafter in accordance with agency directive and state or federal laws.

Requires ability to work any shift, any day, and respond to operational needs of the agency.

Requires elementary knowledge of the policies and directives.

Requires elementary knowledge of the laws, rules and regulations governing the operations of the department, particularly as they apply to releasee supervision.

Requires elementary knowledge of the social, economic and psychological problems of committed persons.

Requires ability to provide professional and functional direction to community based agencies providing services to releasees.

Requires ability to investigate and evaluate standards relating to committed persons.

Requires ability to gather necessary information and prepare required reports.

Requires ability to communicate effectively both orally and in writing.

Requires ability to establish and maintain satisfactory working relationships with community organizations and local law enforcement offices.

Requires ability to relate to and counsel offenders and families.

Requires ability to transport committed persons from the community.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language as a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

Requires possession of a current Firearms Owner's Identification Card.

Requires agents to possess and maintain an appropriate valid driver's license.