

Job Posting

Department: 25 - Probation & Parole
Organization: 259410 - SCI Graterford
Job Code/Title: 460300 - Parole Agent 1
Position Number: 223033
Announcement Number: 2015-122
County: Montgomery
Work Location: PO Box 246
Collegetown, PA 19426-1610
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G4
Seniority Unit: SCI Graterford
Type Position: Permanent / Full Time
Salary Range: \$42,709 - \$64,908
Pay Schedule / Range: ST / ST06
Posting Length: 15 days
Posting Dates: 5/5/2015 - 5/19/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Work hours for this position are 8:00am - 4:30pm, based on operational need.

This is a 40 hour work week.

Parole Agents applying for this position MUST meet the required 2-year commitment within their appointing seniority unit by the closing date of the posting.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

This position is eligible for full retirement benefits at age 50/55.

This position uses the Commonwealth Law Enforcement Assistance Network (CLEAN) to perform duties. The

selected applicant will need to obtain and maintain a CLEAN certificate.

Description of Duties: Interviews and advises inmates to prepare them for their paroling interview, to guide them in formulating an acceptable parole plan (an approved home and job or five letters of employment/education inquiry), and to obtain information required for an analysis of the offender's readiness for parole.

Prepares and initiates pre-parole investigation requests to have the parole plans of inmates investigated for applicability.

Notifies inmates of the results of pre-parole investigations when they are received.

Reviews cases of inmates for possible history of domestic violence on the Rap sheet or in the interview with the inmate and, where indicated, requests field staff confirm same through investigation of court records.

Completes the registration of State Mandated sex offenders for Megan's Law prior to release on parole.

Writes or dictates on tape summarization reports on inmates scheduled for parole interviews for the use of the Board Members and/or Parole Hearing Examiners who will conduct the paroling interviews to aid them in their decision making process.

Conducts orientation of newly committed offenders to inform them of the pre-parole services and Board policies and procedures.

Conducts Parole Education Classes to educate inmates about the parole process, parole plans, and conditions of parole.

Notifies inmates subsequent to interview by the Board of the Board's decision concerning parole through a personal interview.

Prepares responses to inmate request slips.

Coordinates probable cause, violation, and violation

/revocation hearings with field staff, Parole Hearing Officers, inmates, witnesses, attorneys and superintendent of the institution. Testifies where necessary in revocation hearings. Has overall security during the hearings and escorts all non-institution persons within the institution to and from hearings. Ascertains that proper documents are available for revocation hearings and recommends appropriate action to Parole Hearing Officer.

Schedules panel hearings and notifies all parties in an appropriate manner. Arranges for adequate hearing facilities with the superintendent. Escorts all non-institution participants to and from the hearings. Testifies at all hearings where the supervising agents are not present, Presents cases, introduces/administers oaths to agents and witnesses, and records proceedings of the hearings.

Conducts investigations by interviewing incarcerated offenders and others in order to obtain relevant facts necessary to prepare Pre-Sentence Investigation reports.

Writes or dictates Pre-Sentence Investigation reports.

Monitors constructive parole cases and special probation/parole cases for potential TPV/CPV proceedings and makes recommendations regarding violations. Processes violations via investigations, required reports, and scheduling and presentation of cases at all levels of appropriate hearings. Processes and coordinates subpoenas when appropriate.

Issues Parole Violation Warning/Instructions to inmates when appropriate in constructive parole and special probation/parole cases for infractions of the parole conditions.

Contacts judges/county officials in the event an offender under special probation/parole is uncooperative or incurs a violation to ascertain if proceedings will be initiated.

Provides reporting instructions to inmates at the time when they are due to be released on parole, explains the conditions of parole to them, and requires them to sign off acknowledging their understanding and acceptance of the conditions.

Maintains controls on cases of inmates who have been granted parole, reparole, or continued for information, psychiatric/psychological evaluations, parole plans, disposition of detainers, or other pertinent information.

Cooperates in providing security for the office and provides whatever assistance is required by institutional staff in emergency situations.

Answers phone calls and questions from the public, parolees and probationers, and their families concerning Board policies and procedures.

Travels to and from various county correctional institutions and district offices to carry out assigned duties. Completes various reports that relate to the operation of the assigned Commonwealth vehicle including monthly mileage reports and accident reports and is responsible for vehicle repair and maintenance. (Institutional parole unit position only.)

Assists student interns in gaining practical knowledge and experience in probation and parole work by supervising and evaluating their participation in the activities of an institutional parole office.

Prepares responses to correspondence from families of inmates, the general public, other government agencies and other persons or organizations.

Operates an Agency provided computer to send and receive emails, access information, compose documents, and perform other functions.

Completes appropriate training hours each fiscal year.

Performs other related duties as required.

Essential Functions: Available upon request.

Last Date Job Applications Will Be Accepted: **Tuesday, May 19, 2015**

THIS IS AN ENTRY LEVEL POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Two years as a Parole Investigator or an Institutional Parole Assistant, and an associate's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
or
A bachelor's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
or
An equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid non-commercial Pennsylvania Class C driver's license or equivalent.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Tuesday, May 19, 2015**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PBPP Bid Form](#)

4. For Voluntary Demotion Candidates - A memo/letter indicating you will accept the appropriate reduction in salary.

Failure to comply with the application requirements will remove you from consideration for this position.

The required documents must be received by or U.S. postmarked by the close of business on the closing date of this posting. Applicants using the interoffice mail system must allow sufficient time to be received by the closing date. Late applications will not be accepted.

If interested in applying by mail, please send above specified materials to:

**Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522**

APPLICATIONS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 ext 1325.

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