



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Probation Officer & Corr Trmt Spec-B	G1092B	55	
Probation Officer & Corr Trmt Spec-O	G1092O	60	
Probation Officer & Corr Trmt Spec-A	G1092A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

Nature of Work

Probation officers, supervise people who have been placed on probation. Probation officers supervise offenders on probation through personal contact with the offenders and their families. Instead of requiring offenders to come to them, many officers meet offenders in their homes and at their places of employment or therapy and parole officers may arrange for offenders to get substance abuse rehabilitation or job training. Probation officers usually work with either adults or juveniles exclusively. Probation officers also spend much of their time working for the courts. They investigate the backgrounds of the accused, write presentence reports, and recommend sentences. They review sentencing recommendations with offenders and their families before submitting them to the court. Probation officers may be required to testify in court as to their findings and recommendations. They also attend hearings to update the court on offenders' efforts at rehabilitation and compliance with the terms of their sentences.

Correctional treatment specialists, counsel offenders and create rehabilitation plans for them to follow when they are no longer in prison or on parole. Correctional treatment specialists work in jails, prisons, or parole or probation agencies. In jails and prisons, they monitor the progress of inmates. They may evaluate inmates using questionnaires and psychological tests. They also work with inmates, probation officers, and other agencies to develop parole and release plans. Their case reports, which discuss the inmate's history and likelihood of committing another crime, are provided to the appropriate parole board when their clients are eligible for release. In addition, correctional treatment specialists plan education and training programs to improve offenders' job skills and provide them with coping, anger management, and drug and sexual abuse counseling either individually or in groups. They usually write treatment plans and summaries for each client. Correctional treatment specialists working in parole and probation agencies perform many of the same duties as their counterparts who work in correctional institutions.

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist offenders to secure housing and jobs, with financial concerns, substance abuse issues, and serious illness and domestic conflicts.
- Employees locate resources; refer offenders and follow up on services; visit offenders on regular basis and provide crises interventions; ensure that offenders obey rules; check for contraband or evidence of rule infractions and report violations; conduct drug tests and field contacts and interviews; assist in apprehension arrest, search transport and book individuals suspected of criminal offenses, parole or probation violations; may monitor activities and supervise work assignments of offenders and keep a daily log or record of such activities.

Recommended Education and Experience for Full Performance

Associates Degree in psychology, guidance and counseling, penology, sociology, social work and/or criminology and four (4) years of experience in a correctional setting.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in a correctional setting.

Operational

- Employees in this Role secure services for offenders with mental health issues; monitor for addiction and investigate reports of abuse or neglect; assist interdisciplinary teams evaluating offenders; make recommendations to courts, present testimony, offer evidence to judicial authorities and grand juries; prepare pre-sentencing reports; participate in follow-up services and provide monitoring of offenders.
- Employees apprehend, arrest, search, transport, and book individuals suspected of criminal offenses, parole and probation violators; demonstrate proficiencies in firearms and utilize the use of force option; conduct surveillances, work with evidence and assist enforcement agencies in investigations and arrest activities.

Recommended Education and Experience for Full Performance

Bachelors Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and two (2) years of experience in a correctional setting.

Minimum Qualifications

Associate's Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and two (2) years of experience in a correctional setting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role conduct research on planning or policy development; develop programs to address social problems and implement programs through standard professional ethics that are sensitive to cultural diversity; participate as members of a tactical response team; assist enforcement agencies in investigations and arrests; investigate crimes

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST

related to offenders; use progressive sanctions; help formulate government policies by analyzing and advocating policy positions.

- Employees conduct complex investigations; engage in surveillances and in apprehension, arrest, search, transport and booking of individuals suspected of criminal offenses, parole and probation violations.

Recommended Education and Experience for Full Performance

Bachelors Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and four (4) years relevant experience.

Minimum Qualifications

Bachelor's Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and two (2) years of experience in a correctional setting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

Social Perceptiveness — Being aware of others' reactions and understanding why they react

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST

as they do.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Coordination — Adjusting actions in relation to others' actions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Negotiation — Bringing others together and trying to reconcile differences.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements: Assignment as a Probation Parole Officer at NMCD must adhere to the following:

- At the time of their appointment, must be citizens of the United States.
- At the time of their appointment, have reached the age of majority.
- Be of good moral character and not have been convicted of a felony or any crime of moral turpitude in the courts of this or any other state or in the federal courts.
- Subject to a drug test as a condition of employment and on-going random drug testing as a condition of assignment to a safety sensitive position.
- Maintenance of skills in self-defense, handcuffing, baton, and chemical agents and annual re-certification.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.