

PAROLE REVOCATION ADMINISTRATOR

Basic Purpose:

The position assigned to this job is responsible for the oversight and management of the parole revocation process.

Typical Functions:

- Interprets and advises agency personnel, public officials, the general public, and other stakeholders on departmental policy and laws governing the operation of the agency with respect to parole revocation. Provides training to staff in the parole revocation process. Responsible for the review of policy and procedure regarding the parole revocation process.
- Reviews warrant requests submitted by district staff in order to determine whether there is sufficient evidence to substantiate revocation proceedings. Responsible for issuance of warrants when sufficient evidence is found. Ensures warrant placement on NCIC if the parolee's whereabouts are unknown. Tracks all warrants from the date of issuance through the entire revocation process.
- Serves as a liaison between department staff and Pardon and Parole Board staff regarding the parole revocation process. Prepares executive revocation files to ensure all information is accurate and present and forwards packets to the Pardon and Parole Board for processing. Coordinates the monthly revocation dockets with the Pardon and Parole Board, the facilities holding parolees and the parole officer.
- Prior to the executive revocation hearing, ensures parolee has evidence that will be submitted during the hearing, and that parolee is aware of the time and date of the hearing so that he/she may prepare a defense and present witnesses. Presents the case against the parolee for the department at the executive revocation hearings.
- Ensures that facility staff receive timely notice of the issuance of the Certificate of Revocation.
- Responsible for submission of end of the month data.

Oklahoma Department of Corrections
Unclassified Job Descriptor

PAROLE REVOCATION ADMINISTRATOR

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of the parole process to include revocation of parole; of problem-solving and conflict resolution; of the principles and practices of administration and management; of applicable federal and state laws and administrative rules and regulations and their application within the context of parole revocation. Knowledge of, and skill in the use and application of, appropriate information technology. Ability to plan, direct, coordinate, motivate, and evaluate the activities of others; to interpret, analyze, and resolve complex and technical information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of professional experience or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and four (4) years of professional experience, one (1) year of which was in a supervisory position.