

CORRECTIONS HEARINGS AND RELEASE OFFICER

KIND OF WORK

Difficult professional work conducting hearings and writing imposition of sentence involving adults.

NATURE AND PURPOSE

An employee in this class is responsible for conducting fact-finding due process hearings, to implement Federal Court Due Process Discipline Orders, and the Supreme Court decisions requiring probable cause and preliminary parole revocation hearings. An employee in this class is responsible for deducing from the evidence and testimony presented a written decision for the purpose of imposition of sentence. The cases are of varying difficulty and include highly legal, constitutional technicalities that must be considered in order to reach an appropriate decision. Considerable latitude for the exercise of independent judgment is allowed and supervision is received by review of final results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts disciplinary hearings for an adult correctional facility.

Conducts preliminary parole revocation hearings to determine status of offender.

Coordinates with institution and other departmental staff for the scheduling of the hearings.

Researches statutes, policies, regulations, etc., to determine precedents and rulings related to due process requirements of adult offenders.

Prepares written findings, disposition or stay of sentence.

Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of statutes, rules and regulations in the field of corrections and the criminal justice system.

Considerable knowledge of hearings procedures and rules of evidence.

Skill in:

Analyzing, appraising and organizing facts and precedents.

Ability to:

Conduct fair hearings, ascertain facts and arrive at logical conclusions.

Understand, interpret and explain appropriate law and rules and regulations.

Write and speak effectively.

Est.: 6/81
Rev.:
Ckd.: 10/91

T.C.: 7/2/86; 6/97
Former Title(s): Corrections Hearings
Officer 2
Corrections Discipline
Hearings Officer