

ROBERT SMITH

Probation and Parole Officer I

info@qwikresume.com | <https://Qwikresume.com>

Looking to enhance and foster critical thinking skills as well as better understand the legal system to make informed decisions in the field. To continue to stay abreast of the legal trends and knowledge in the criminal justice and psychology industry. Looking for a decent position and wants to be part of a successful operation, and to work for a company where there will be significant career development opportunities.

1999 - 2004

PROBATION AND PAROLE OFFICER I - ABC CORPORATION

- Full-time certified officer managing caseloads of up to 120 offenders at three different locations within the department.
- Major duties applicable to all three locations include; Background investigations to determine security and social risk.
- Case management and counseling of offenders with diverse socio-economic and criminological backgrounds, and identification of offenders with special needs.
- Counseled offenders on skills and treatment needs, assisted with programs and societal re-entry.
- Procurement of needed services; SSI, guardianship, and various aids prior to release.
- Researched and prepared probation and parole reports for the Alaska Parole Board and the Superior Court; testified in hearings, and as an officer of the court and Parole Board executed orders from both entities.
- Institutional duties included disciplinary hearings, emergency training, and reporting infractions.

1997 - 1999

PROBATION AND PAROLE OFFICER - ABC CORPORATION

- Formulate a plan with the offender for ongoing supervision.
- Prepare documentation as ordered by the Court System and Parole Board.
- Act as liaison between the offender and the enforcement officials.
- Testify in Court.
- Prepare and maintain reports and records.
- Provide supervision and counsel for offenders.
- Submit and act on arrest warrants.

EDUCATION

Bachelor of Science in Criminal Justice/Sociology - 1995 (University of Alaska)



SKILLS

Therapy Techniques, Patients documentation, Communication skills, and Patient interaction.