
Probation And Parole Officer Resume

Job Objective

Pursuing a Probation and Parole Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Highlights of Qualifications:

- Exceptional experience as a Parole and Probation Officer
 - Huge knowledge of probation and parole laws pertaining to offenders
 - Excellent communication skills
 - Strong computer skills
 - Amazing ability to evaluate findings, conduct investigations, and prepare reports
 - Remarkable ability to discern pathological behavior
 - Uncommon ability to maintain friendly public relations
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Professional Experience:

Probation and Parole Officer
Div of Community Corrections, Longview, TX
August 2005 – Present

- Conducted pre-sentence and pre-parole investigations.
- Prepared summaries and reports of investigations.
- Supervised probationers and parolees.
- Observed and recommended special community services rehabilitation.
- Planned and evaluated cases with supervisor.
- Prepared reports concerning the assignment and maintained records.
- Reported unusual conditions and questionable items to supervisor.
- Arrested and transported probationers and parolees who are in violation.

Probation and Parole Officer
HCS, Longview, TX
May 2000 – July 2005

- Assisted ex-offenders to adjust to life in a free community and to prevent future criminal acts.
 - Submitted reports and recommendations on whether offenders should be granted parole and put on probation.
 - Interviewed parolees, their families, employers and teachers.
 - Arranged for treatment and employment of parolees.
 - Conducted regular interviews and reports on progress.
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Education:

Bachelor's Degree in Criminal Justice
Mitchell College, New London, CT

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