

The **New Jersey State Parole Board (SPB)** works to ensure ex-prisoners return to society as law-abiding citizens. As required by law, appointed Parole Board Members and staff conduct more than 20,000 hearings per year, solicit input from victims and decide parole matters. SPB sworn parole officers supervise more than 15,000 offenders statewide. In addition, SPB is New Jersey's primary law enforcement agency responsible for sex offender supervision. SPB officers are also active partners with multiple Federal, State and local law enforcement agencies and task forces. Finally, SPB's Community Programs Unit partners with government, non-profit and private agencies to connect ex-prisoners with vocational, mental health and related services, targeted to break the cycle of recidivism and reduce the risk of crime.



**If you are interested in additional information regarding careers with the New Jersey State Parole Board, please contact:**

**New Jersey State Parole Board  
Human Resources Unit  
P.O. Box 862  
Trenton, NJ 08625  
NJSPB\_Public\_Info\_Office@spb.nj.gov  
[www.state.nj.us/parole/](http://www.state.nj.us/parole/)**

**New Jersey State Parole Board  
171 Jersey Street  
Trenton, New Jersey 08611  
[www.state.nj.us/parole/](http://www.state.nj.us/parole/)**

***The State of New Jersey is an  
Equal Opportunity Employer***



## **\$49,000 + To Start As a Parole Counselor Apprentice**



### **Civilian Positions**

**Parole Counselor Apprentice  
Senior Parole Counselor  
Principal Parole Counselor**

**Hearing Officer 1  
Hearing Officer 2  
Hearing Officer 3  
Hearing Officer 4**

## Parole Counselor Apprentices

Parole Counselor Apprentices work under a Release Division supervisor at the State Parole Board's Central Office in Trenton, or satellite office at one of the State's 13 correctional facilities. Apprentices learn to review and maintain inmate case files, calculate parole eligibility dates, and schedule parole hearings for State inmates housed in both State and County correctional facilities.



Sr. Parole Counselors manage cases and track inmates' eligibility for consideration.

Apprentices learn how to determine parole eligibility dates for an assigned case-load of inmates. These dates must be provided to inmates within 90 days of their admission to state prison. Under the close supervision of Principal Parole Counselors,

Apprentices will review weekly computer-generated lists to determine which inmates are eligible for parole consideration, and submit the names for publication to each County Prosecutor's office for review. The Prosecutor's office is given the opportunity to provide input to an inmate's parole release where they deem it appropriate to do so.

Principal Parole Counselors will supervise Apprentices in coordinating the Initial Parole Hearing process including certification of pre-parole packages, scheduling of hearings and providing supportive services to the Hearing Officers and Board Panel members. Part of this process involves preparation of case files and other relevant materials including psychological and behavioral reports, educational and programmatic accomplishments, and detailed criminal histories. Apprentices will verify that all pre-hearing processes have been completed, and will ensure that the panel hearing process proceeds in accordance with State regulations.

Parole Counselor Apprentices conduct interviews at various stages of the parole process to provide information to inmates who

may be eligible for parole, and provide advice to inmates concerning parole eligibility and parole plans. Apprentices will learn to complete discharge plans for offenders being released to parole supervision. They are also responsible for the review and preparation of responses to inmate correspondence regarding the parole process within a specified time frame.

Parole Counselor Apprentice eligibility requirements include graduation from an accredited college or university with a Bachelor's degree. Potential candidates must pass a civil service examination administered by the New Jersey Civil Service Commission.



Parole Board members use information assembled by Counselors and Hearing Officers to conduct parole hearings.