Joelle Campion

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Experience

DECEMBER 2024 – PRESENT

Administrative Assistant III – Nevada Board of Parole Commissioners

Parole Hearings: Attend and record scheduled parole hearings for the Carson City office. Proficiency in the recording software. Set up and test the recording equipment prior to the scheduled hearings. Communicate any technical issues with the proper technology staff (Institutions, OCIO, or NSHE). Escort the public to the hearing room to provide testimony. Enter information and Case notes into NOTIS as the hearing is being conducted. Displaying correct documents for viewing during the Parole hearings as needed. Correct Risk Assessment information as needed or as instructed. Ensure Commissioners, Hearing Examiners, and/or Hearing Representatives votes are entered into NOTIS properly and their reasons for granting or denying parole are documented. Properly download, store and catalog all parole hearing recordings into the Share Drive.

Parole Violation Hearings: Attend and record scheduled parole violation hearings for the Carson City office. Prepare certification of Action/Parole Violation Hearing Worksheet forms using Parole Violation reports for the commissioners as needed. Distribution of violation documents and proper filing of documents in inmates' files. Run NOTIS reports to ensure that inmates are seen within timeframe as defined in Statute.

Supervision: Supervision of two (2) Administrative Assistants. Assign and monitor appointed tasks, develop and review work performance standards, prepare employee evaluations, provide in-house training as needed. Communicate with staff about any new policies and procedures, approve timesheets and leave requests.

Backup to Administrative Assistant Positions: Backup to Administrative Assistant I & II Positions. Adept at the functions of these positions and can back up the duties for these positions during annual and sick leave, special projects, or deadlines as needed.

Backup to Executive Secretary: Research and respond to Inmate correspondence and prepare files for review by the commissioners as needed. Review Inmate appeals to determine if they meet the criteria for advancement per statute and forward to the appropriate staff as necessary. Review and prepare corrected and amended orders. Schedule monthly Parole Board agendas for all institutions. Work with NDOC and Parole and Probation to resolve conflicts with sentence structure errors and changes, eligibility, and procedures. Research and obtain any missing Judgement of Convictions, Pre-Sentence Investigation reports, and Post Conviction Reports.

SEPTEMBER 2023 – DECEMBER 2024

Administrative Assistant II -Nevada Board of Parole Commissioners

Front Office Duties: Maintain upmost objectivity at all times when dealing with victims, interested people and inmates' families, handle any incoming inquiries from the public or official agencies regarding inmates/parolees. Direct incoming telephone calls to the proper party or prepare a complete phone message. Look up data in NOTIS and disseminate accurate information. Request Inmate files from the records department for responses to letters and telephone calls for the Commissioners as needed. File all documentation in the correct file and in proper order. Distribute files to assigned Commissioner or staff members. Backup to the Administrative I and III positions as needed.

Hearing Notices: Print copies of the Carson City and Las Vegas monthly parole agendas generate the Hearing notice reports to all the institutions. Check in the signed notices received from all institutions ensuring they are on time. Verifying the inmate and Caseworker signatures. Send signed notifications to Las Vegas. Correspond with Institutions on any missing notifications.

MAY 2023 – SEPTEMBER 2023

Administrative Assistant I -Nevada Board of Parole Commissioners:

Front office duties: Print multiple copies of the agendas each month and distribute accordingly. Sort and organize daily outgoing mail for pickup from State mail, UPS, FED EX, USPS and to Parole and Probation. Correspond with any incoming emails from the general email and distribute any incoming Victim Impact and Inmate Support letters. Receive, verify, print and file any Mental health assessment reports.

Parole Board Reports: Receive Prison progress reports (Board Reports) from Institutions and document on the monthly eligibility list. Organize the reports and files in the inmate's file. Resolve any issues regarding late or missing reports with the appropriate institution.

Board Orders/Actions: after a final determination has been made, place all documents in the inmate's file in the proper filing order. Generate Board orders with the associated Parole Risk Assessment Guideline forms, as indicated on the Parole Guideline Worksheet and conditions as applicable. Separate the copies of the completed orders and distribute in accordance with current Board procedures. This includes compiling and generating amended and corrected orders as necessary. Process AB117 Board Orders.

Education

MAY 2022

Associates degree | San Joaquin Delta College | Stockton, CA