



ARIZONA BOARD OF EXECUTIVE CLEMENCY

**Board Member Vacancy**

**Full Time Position - State of Arizona Employee**

**Salary**

\$74,183 annually

**Benefits**

Eligible for all State of Arizona Employee Benefits, participates in Arizona State Retirement System

**Recruitment Process**

All applications must be submitted to the Governor's Office of Boards and Commissions at [bc.azgovernor.gov](http://bc.azgovernor.gov). All inquiries should be directed to the Director of the Office of Boards and Commissions at 602-542-2449 or [bc@az.gov](mailto:bc@az.gov).

**Work Schedule**

Board members are expected to work 40 hours per week. Public hearings are conducted every Monday through Thursday. The daily calendar starts at 8:30am and Board members must be present in the boardroom and ready to proceed before 8:30am. There are days that the Board is in session until 4:00pm-5:00pm. Outside of the calendar, Board member preparation for upcoming hearings *may* be done via telework at the discretion of the Board Chair.

**Work Environment**

The position requires sitting for extended periods of time each day during the Board's calendar. The position requires the ability to read and analyze large volumes of written material (court records, inmate records, submissions from the public, victims and supporters, etc.) to prepare for parole and commutation matters.

**Mission Statement**

The mission of the Arizona Board of Executive Clemency is to protect public safety and contribute to a fair and effective justice system by ensuring that persons who remain a threat to society remain incarcerated and those who no longer present a risk are released to become productive citizens.

**Job Summary**

The Arizona Board of Executive Clemency is a five-member board with each member appointed by the Governor, and is statutorily empowered to make decisions regarding: discretionary release of those inmates who are parole and/or home arrest eligible; revocation of parole or community supervision for offenders found to be in violation of the terms and conditions of their release; absolute discharge from parole; and modification of release conditions and release rescissions. The Board also makes clemency recommendations to the Governor on requests for: commutation of sentence, including death penalty sentences; reprieves in matters related to death penalty cases; and pardons. The Board conducts an average of 30 revocation hearings and 8-15 parole or commutation hearings per week.

Board members must make fair and responsible decisions using good judgment regarding parole, commutation and revocation while applying applicable statutes and Board policies which consider a variety of factors including: public safety, the rehabilitation of the offender, victim input, community and public input, the record of the offender and the administration of justice. Each Board member must critically analyze information presented in writing and through oral statements during hearings to evaluate each case and render their individual vote. Board members must take an active role in Board hearings and

serve as lead for hearings as assigned by the Board Chair. Board members must be prepared and have thoroughly read through all materials provided in advance to properly weigh the information presented. Board members discuss cases publicly and render their vote in an open meeting forum and must be respectful of the position of all other Board members.

Board members shall complete all mandatory training as required by statute and the Board's strategic plan and shall comply with all Board policies.

### **Knowledge, Skills and Abilities**

- Skilled in public speaking.
- Skilled in active listening and conducting interviews of offenders.
- Ability to read large volumes of written material including, but not limited to: sentencing records, presentence reports, appellate records, inmate records, victim submissions, offender submissions, criminal histories, etc.
- Ability to think critically and to analyze information from a variety of sources.
- Ability to prepare written recommendations for commutation, pardon and/or reprieve for the Governor's consideration.
- Ability to effectively use email, file sharing and other virtual work platforms and electronic case management systems.
- Ability to apply Arizona Revised Statutes and Board policies while conducting business.
- Ability to sit for extended periods of time during hearings.
- Knowledge of the criminal justice system and/or corrections is a plus.
- Per A.R.S. §31-401.B, shall have a demonstrated interest in the state's correctional program.
- Possess a positive attitude, good interpersonal skills, patience, and excellent demeanor when conducting public hearings.

### **A.R.S. §31-401 (A-E)**

31-401. Board of executive clemency; qualifications; appointment; officers; quorum; meeting

A. The board of executive clemency is established consisting of five members who are appointed by the governor pursuant to this subsection and section 38-211.

B. The members of the board shall serve on a full-time basis and receive compensation as determined pursuant to section 38-611, subsection A. Beginning from and after December 31, 2013, members of the board are eligible for any benefits that are provided to state employees pursuant to section 38-651. **Each member shall be appointed on the basis of broad professional or educational qualifications and experience and shall have demonstrated an interest in the state's correctional program.** No more than two members from the same professional discipline shall be members of the board at the same time.

C. Each member appointed to the board shall complete a four-week course relating to the duties and activities of the board. The course shall be designed and administered by the chairman of the board and shall be conducted by the office of the board of executive clemency and the office of the attorney general. The course shall include training in all statutes that pertain to the board and participation in a decision making workshop.

D. Members shall be appointed for a term of five years to expire on the third Monday in January of the appropriate year.

E. A member of the board may be removed by the governor for cause.