

Katherine (Katie) Fraker

kfraker@parole.nv.gov

Experience

JULY 2018 – PRESENT

Administrative Assistant III/Nevada Board of Parole Commissioners, Carson City, NV

Parole Hearings: Attend and record scheduled parole hearings for the Carson City office. Have a good working knowledge of the recording software. Setup and test recording equipment prior to scheduled hearing time. Communicate equipment technical issues with the proper technology staff (institutions, NDOC help desk 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. Operate the visual presenter with correct documents for viewing during the parole hearing as needed. Correct the Risk Assessment information as needed or instructed. Ensure Commissioners, Hearing Examiners, and/or Hearing Representatives votes are entered properly and their reasons for granting/denying parole is documented. Properly link, store and catalog all parole hearing recordings in NOTIS.

Violation Hearings: Attend and record scheduled parole violation hearings for the Carson City office.

Prepare Certification of Action/Parole Violation Hearing form using Parole Violation Reports received from Parole and Probation prior to the violation hearing. Make copies of Parole Violation Reports for the Commissioners as needed. Distribution of violation documents and proper filing of documents in inmates' file. Run NOTIS report to ensure that inmates are seen within timeframe as defined by statute.

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

Backup to AA Positions: Backup to Administrative Assistant I & II positions. Have a working knowledge of the duties assigned to these positions and be able to backup the duties for these positions during annual and sick leave and special projects or deadlines.

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 respond to inmate parole violation appeals. 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 missing Judgement of Convictions, Pre-Sentence Investigation reports, and Post-Conviction reports.

APRIL 2017 – JULY 2018

Administrative Assistant I/Nevada Board of Parole Commissioners, Carson City, NV

Front Office Duties: Maintain the utmost objectivity at all times when dealing with victims, interested persons and inmate families. Handle incoming inquiries from the general 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. Open, date stamp and distribute incoming mail daily. Place all correspondence regarding upcoming hearings in the appropriate files. Sort and organize daily outgoing mail for pickup from State mail, UPS, FED EX, USPS and P&P.

Request inmate files from the records department for responses to letters and telephone calls for Commissioners as needed. File all documentation in the correct file and in proper order. Distribute files to assigned Commissioner or staff members.

Parole Board Reports: Receive prison progress reports (board reports) from institutions and document on the monthly eligibility list. Organize the reports and file in inmates 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 files 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 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.

APRIL 2012 – APRIL 2017

Office Manager and Administrative Assistant/COUNTRY Financial, Carson City, NV

Front Office Duties: Maintained relationships with existing clients and established new clients. Scheduled appointments, meetings, and events to fit agent's agenda. Created filing system adopted by company for a structured client database. Worked with clientele in processing policy changes and writing new business property/casualty policies. Answered billing questions and processed payments, including cash payments. Reconciled bank accounts and handled daily bank deposits.

Core Qualifications

Knowledge in Parole Board functions and duties • Ability to complete complex tasks and handle multiple priorities • Detail-oriented • Excellent time management skills • Self-motivated with a strong work ethic

Education

DECEMBER 2020

Associate of Applied Science Criminal Justice/Western Nevada College