

**GENERAL DESCRIPTION OF CLASS**

The CORRECTIONAL COUNSELOR monitors, directs, and develops programs for adult offenders who are incarcerated and/or are under community supervision (e.g., parole, probation, temporary leave etc.); and/or conducts investigations of offenders as ordered by appropriate authorities in accordance with all the Department of Corrections rules, policies, and procedures recognizing public safety and concerns.

**DISTINGUISHING FEATURES**

This is the second level of a two-level series and is distinguished from the first level by the absence of close supervision and full responsibility for the case management, supervision, release planning, and investigative report writing of convicted felons and misdemeanants.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1. Offender Supervision.** Typical tasks: meets with parolees, probationers, conditionally released offenders, and/or inmates to discuss and monitor progress (e.g., informs offenders of release date/conditions, assesses needs of offender and risks to the community, reviews institution/community alternatives, advises and directs offender to assure compliant behavior); helps offender obtain treatment, housing, employment, and other supportive services to facilitate community adjustment; makes scheduled and unannounced home visits, providing an itinerary of home contacts; makes employment, office, field, and collateral contacts to monitor offenders' behavior; modifies supervision plan as appropriate (e.g., changes classification as to level of supervision/custody level required); maintains and reviews case files on each offender to ensure that documentation and information are complete and correct; addresses offenders' immediate needs in relationship to social, psychological, and institutional/community adjustment; evaluates offenders for available program options (e.g., mental health counseling, substance abuse counseling, job training programs).
  
- 2. Investigations, Correspondence, and Reports.** Typical tasks: completes investigations (to aid in sentencing and the disposition of cases) evaluating offenders' institutional/community progress to aid in successful release from custody/supervision, as required by the Department of Corrections (e.g., presentence, violation of conditions/institution rules, post sentence reports); requests and verifies information by interviewing offenders, victims, witnesses, family members, and others and by researching official records and documents; obtains offenders' version of offense and checks offenders' background including social, employment, and criminal history; analyzes and evaluates data collected to determine offenders' needs and potential risk to the community; determines aggravating and mitigating circumstances, calculates accurate release dates based on established matrix, clients' offense, severity rating, criminal history, age, present status, and substance abuse; keeps chronological records and other reports on clients' institution/community performance as an evaluation tool of offenders' performance for possible program changes as needed to assist in successful community adjustment; coordinates reports with other agencies sharing joint responsibility for clients; answers requests from outside service agencies regarding offenders; prepares monthly statistical reports summarizing activities and investigations.

- 3.Enforcement.** Typical tasks: arrests and transports violators as necessary; may be given emergency assignment to assist security staff in times of inmate disturbance; conducts searches of the offender's person, residence, and/or vehicle for the purpose of locating illegal property (e.g., guns, drugs, and stolen property); monitors or takes bodily substance samples for testing (e.g., urinalysis, breathalyzer); conducts electronic surveillance.
- 4.Resource Development.** Typical tasks: develops and utilizes resources in the community and maintains professional working relationships with other community entities (e.g., drug and alcohol programs, housing and community service placement, financial assistance, counseling, and job placement).
- 5.Evaluations and Recommendations.** Typical tasks: monitors offenders' progress and initiates recommendations concerning level of supervision, program changes, custody releases, transfers, and other options; participates in custody classification and/or program review committee meetings and makes decisions regarding offenders in custody (e.g., work assignments, custody reductions, trips and temporary leave, reduction in prison term hearings for long term inmates); as required by Department rules, policies, and provisions, researches and recommends appropriate visitors' list for offenders in institutions.
- 6.Miscellaneous.** Typical tasks: serves as liaison for social purposes with family, outside relations, community, and interested criminal justice agencies; promotes public relations and education by making speeches and/or conducting tours for civic and related organizations concerning the prison system and parole and probation; provides training for other employees, volunteers, and unit team members; testifies in court and/or administrative hearings in regard to presentence investigations, revocation recommendations, and/or violation hearings; maintains accurate and complete case files.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have regular telephone, written communications, and in-person contact with offenders in the community and/or institutions in the course of supervision, monitoring behavior, and/or investigating for report writing. There is daily telephone and in-person contact with representatives of the criminal justice system (e.g., judges, district attorneys, police, Board of Parole) to exchange information on offenders and their status and provide testimony in hearings. Employees in this class have regular in-person and telephone contact with the general public as victims, concerned citizens, community, and civic organization members to receive and give information, listen to concerns, develop resources, and educate.

## **SUPERVISION RECEIVED**

Employees in this class receive general supervision from supervisors who review work through informal observation, reviews of written reports, and audits to ensure compliance with performance standards and adherence to Department of Corrections Rules and procedures. Conferences are held, as needed, to discuss complex and unusual issues and cases or address complaints and grievances. Employees in this class follow Department of Corrections rules and procedures, agency directives, Federal and State laws, Board of Parole administrative rules, criminal codes of other states, case law decisions, Attorney General opinions, and departmental operating manuals as guidelines to assure the correct programming and custody and referral of inmates; to govern and regulate decisions and actions in performance of duties; to assist in successful adjustment of offenders to community living; and to protect public safety and offenders' rights. In addition, some employees may use the Law Enforcement Data System manual in gathering criminal history information.

**GENERAL INFORMATION**

Positions are primarily found working with felony and misdemeanor offenders and are located in a correctional institution or field parole and probation office. This requires the willingness to work in an environment associated with the position's location and purpose and the willingness to deal with hostile, angry, and unpredictable clients who may become physically aggressive. Positions in this class require the willingness to respond during working and nonworking hours to emergency situations within the institution and/or act independently in an emergency in a field contact situation.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of social and behavioral science.  
 General knowledge of human behavior and abnormal behavior patterns.  
 General knowledge of procedures concerning arrests, detentions, investigations, and transportation.  
 General knowledge of available community/institution resources for the offender.  
 Basic knowledge of criminal law and the justice system.  
 Basic knowledge of rehabilitative or correctional institution setting.

Skill in counseling individuals and groups.  
 Skill in written and verbal communications.  
 Skill in evaluating behavior and analyzing information.  
 Skill in communicating effectively on a one-to-one basis and in groups to provide or exchange information or communicate professional opinions.  
 Skill in providing testimony in court.  
 Skill in reviewing and assessing information against established rules.

Ability to adjust program operations to meet changing needs and agency requirements.  
 Ability to work independently within deadlines and to put work in priority order.  
 Ability to deal effectively with persons of varying socioeconomic, racial, and cultural backgrounds.  
 Ability to make immediate decisions when dealing with crisis situations.

Some positions in this class may require the following:

Ability to be certified as a State of Oregon Notary Public.

## **SPECIAL QUALIFICATIONS**

Some positions in the class are required to receive certification from Board of Police Standards and Training as an Adult Parole and Probation Officer.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty

performed by all positions in this class.