



Counsel Substitute I

Salary Group: A13

Class Code: 4560

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
COUNSEL SUBSTITUTE I	4560	A13	\$29,439 - \$46,388
COUNSEL SUBSTITUTE II	4561	A15	\$32,976 - \$52,045
COUNSEL SUBSTITUTE III	4562	A17	\$36,976 - \$58,399

GENERAL DESCRIPTION

Performs entry-level work as a representative and an advocate of offenders in a correctional facility. Work involves providing technical support to offenders in the disciplinary process. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Notifies and interviews offenders charged with violation of rules and regulations.

Investigates offenders' defenses to charges of violation.

Prepares a summary of witness statements.

Obtains and maintains documentary evidence.

Represents offenders at disciplinary hearings.

Advises offenders of disciplinary appellate procedures.

Assists in analyzing offenders' positions and developing alternative plans of action.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in offender advocate program work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of correctional facility operations and disciplinary processes.

Ability to learn all aspects of the disciplinary process, to review and interpret agency policies and procedures related to the disciplinary process, and to communicate effectively.