



# Counsel Substitute

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COUNSEL SUBSTITUTE I	4560	A13	\$35,439 - \$52,388
COUNSEL SUBSTITUTE II	4561	A15	\$38,976 - \$58,045
COUNSEL SUBSTITUTE III	4562	A17	\$42,976 - \$64,469

## GENERAL DESCRIPTION

Performs work as a representative and an advocate of offenders in a correctional facility involving providing technical support to offenders in the disciplinary process.

## 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.

Attends hearings and represents offenders at disciplinary hearings.

Advises offenders of disciplinary appellate procedures.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level III may also perform work listed within the previous levels. Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, and the scope of responsibility. Other factors may include the type of jail, prison, or correctional facility; assigned population; and the level of security of the facility.*

**COUNSEL SUBSTITUTE I:** Performs entry-level work as a representative and an advocate of offenders in a correctional facility. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**COUNSEL SUBSTITUTE II:** Performs complex (journey-level) work as a representative and an advocate of offenders in a correctional facility. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide

guidance to others and may analyze offenders' positions and advise on alternative plans of action.

**COUNSEL SUBSTITUTE III:** Performs advanced (senior-level) work as a representative and an advocate of offenders in a correctional facility. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead or supervisory role, perform the full range of work identified within every level, coordinate or oversee that work, and may:

- Coordinate counsel-substitute program activities.
- Coordinate the maintenance of records and prepare reports for program activities.
- Review summary of witness statements and documentary evidence.
- Participate in assigning representation to offenders.

## **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**

#### **For all levels**

- 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.

#### **Additional for Counsel Substitute II and III levels**

- Ability to master all aspects of the disciplinary process, to research and properly interpret questions involving the disciplinary process, and to provide guidance to others.

#### **Additional for Counsel Substitute III level**

- Ability to supervise the work of others.