



# Counsel Substitute II

Salary Group: A15

Class Code: 4561

<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
<b>COUNSEL SUBSTITUTE II</b>	<b>4561</b>	<b>A15</b>	<b>\$32,976 - \$52,045</b>
COUNSEL SUBSTITUTE III	4562	A17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs complex (journey-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. May provide guidance to others. Works under general supervision, with moderate 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.

Analyzes offenders' positions and advises on alternative plans of action.

May provide guidance to others.

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