



Counsel Substitute III

Salary Group: A17

Class Code: 4562

<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 advanced (senior-level) work as a representative and an advocate of offenders in a correctional facility. Work involves coordinating counsel-substitute program activities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates counsel-substitute program activities.

Coordinates the maintenance of records and prepares reports for program activities.

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

Oversees investigations of offenders' defenses to charges of violation.

Reviews summary of witness statements.

Reviews documentary evidence.

Attends disciplinary hearings.

Participates in assigning representation to offenders.

May supervise the work of 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 supervise the work of others.