

CORRECTIONS AGENT

KIND OF WORK

Professional entry level correctional casework and group work.

NATURE AND PURPOSE

An employee in this class is responsible for providing investigative and diagnostic services for the courts, Department of Corrections, Minnesota Corrections Board (MCB) and provides casework, group work, placement and supervision services for juvenile and adult offenders, and community services in a correctional institution. Assignments are specific and detailed in nature with direction and supervision usually received from a Corrections Supervisor or Corrections Specialist. Work is closely reviewed through conferences, reports and field visits.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises parolees and probationers, counsels them regarding their living conditions, employment, personal problems and in other ways assists the probationer or parolee in his/her efforts towards rehabilitation.

Interviews inmates of a correctional institution relative to the preparation of admission summaries, progress reports and minimum custody requests, and counsels these inmates regarding family, personal, or institutional problems so that pertinent information can be provided to the necessary authorities and inmates are given personal attention.

Conducts pre- and post-sentence investigations and social histories for the county district courts, Minnesota Corrections Board and correction institutions so that each will have the necessary information for sentencing or developing a suitable rehabilitation program.

Ensures that progress and violation reports are submitted to the district court judge and the Minnesota Corrections Board so that the necessary information is available to assist in decisions made regarding a client's parole or probation status.

Works cooperatively with the judiciary, law enforcement officials, and community services to ensure coordination of local services.

Interprets probation and parole agreements to parolees or probationers, to his/her family, and to other significant parties so that they are aware of the expectations and rehabilitation process for the client.

Conducts interviews, keeps records, maintains an office, makes reports both written and statistical, initiates correspondence so that information is available for immediate use.

Interprets the department's admission statement, policies, and procedures to the community and other interested groups so that they are aware of the functions, goals, and rehabilitation programs of the Corrections Department.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Working knowledge of the principles of Human Behavior Dynamics.

Working knowledge of counseling and guidance practices and procedures.

Some knowledge of problems encountered working with juveniles and adult offenders.

#### Skill in:

Skill in speaking and writing effectively.

#### Ability to:

Ability to make thorough social history investigations and to analyze results.

Ability to utilize community resources to benefit the probationers and parolees.

Ability to organize assigned work, and develop and supervise effective work methods.

Ability to work effectively with a variety of clients.

Ability to evaluate and interpret case material and to formulate plans for individual treatment.

Ability to establish and maintain effective public relations.

Est.: 7/5/67  
Rev.: 5/6/78  
Ckd.: 3/81

TC:  
Former Title(s):