

CORRECTIONS AGENT SENIOR

KIND OF WORK

Professional level correctional casework and group work.

NATURE AND PURPOSE

An employee in this class provides the full range of professional investigative, diagnostic, supervisory, and counseling services for the Courts, Department of Corrections, and Minnesota Corrections Board. The incumbent also provides casework, group work, placement, and supervision services for juveniles and adult offenders in community services or a correctional institution. Employees in this class assume responsibilities for independent completion of difficult supervision or counseling cases including clients with severe behavioral problems.

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

Assist in administrative tasks as assigned so that work is cooperatively completed and new ideas, policies and procedures are assured.

May assume responsibility on a temporary or emergency basis so that the unit continues to operate efficiently in the absence of the supervisor.

Provides the full range of professional casework or group work services to juvenile and adult offenders so that complex cases and severe behavioral problem cases receive the level of casework or group work services required.

Conducts and prepares pre-sentence reports, full sentence reports, and other special investigations so that the necessary information is available to appropriate authorities for sentencing or developing suitable programs for each client.

Maintains working contacts with families, employers, clergy and other persons concerned with aiding clients in their adjustment to the free community so that rehabilitation efforts are uniformly applied.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles, methods and practices of investigation, supervision, and rehabilitation in group work or parole and provision work.

Thorough knowledge of departmental and state rules, policies, procedures and regulations as they relate to casework, group work, supervision and probation and parole.

Thorough knowledge of individual and group behavior, with special emphasis upon behavior deviations of persons involved in criminal activities.

Skill in:

Skill in speaking and writing effectively.

Ability to:

Ability to effectively analyze cases, and formulate treatment plans.

Ability to establish and maintain effective working relationships with individuals, agencies, institutions, and the public.

Ability to handle advanced level case load with a minimum amount of supervision.

Est.: 7/5/67  
Rev.: 5/10/71  
Ckd.: 3/81

TC:  
Former Title(s):