

CORRECTIONS AGENT CAREER

KIND OF WORK

Advanced professional level correctional casework and group work.

NATURE AND PURPOSE

An employee in this class provides the most advanced 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. Work at this level represents the highest and most difficult level of casework or group work experience. Employees in this class assume responsibilities for independent completion of difficult supervision or counseling cases including clients with severe behavioral problems. This employee is called upon to assist in the training and development of caseworkers with less experience. The primary distinguishing features between this class and the Senior Corrections Agent class are independence of action and skill level at which employees at the career level function. Work is evaluated through a review of reports, recommendations, and completed cases.

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 the training and development of Corrections Agents and Senior Agents so that the supervisor has more time for administrative tasks.

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

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

Provides the most advanced 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:

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

Extensive 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 train and orient new personnel in casework methods, principles, and techniques.

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.: 5/19/71  
Rev.: 6/78  
Ckd.: 3/81

TC:  
Former Title(s):