

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38611
Job Class Code:	660	Salary Schedule:	ASRCORR
EEO Category:	02	Grade:	18B
Workers Comp Code:	7720		

Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:	11/08/00	Effective Date:	
Job Code Revised:	08/23/05	Effective Date:	07/03/05
Job Code Revised:	11/14/05	Effective Date:	01/01/06
Job Code Revised:	07/07/08	Effective Date:	06/01/08
Job Code Revised:	01/26/2011	Effective Date:	01/01/2011

JOB CODE SERIES: Community Corrections

JOB CODE TITLE: COMMUNITY CORRECTIONS OFFICER

HRIS TITLE: CMTY CORRS OFFICER

CHARACTERISTICS OF THE JOB CODE: Works under general supervision of a Community Corrections Supervisor or Community Corrections Officer Senior. Has the authority to recommend warrants and placement or release of jail holds; arrest and take community supervision violators into custody; approve residential and employment placements; develop and assign a variety of program goals to offenders; enforce conditions of community supervision. Performs skilled duties providing case management to adult offenders; conducts investigations for pre-release and community supervision violations; interviews offenders and assesses risk and needs; instructs on and enforces release conditions; arranges support service network; advises and interacts; conducts surveillance, search and seizure activities; arrests, detains and transports offenders. Work product consists of case documentation completed with recommendations; community supervision violations investigated and recommendations prepared; offenders' behavior patterns improved and acceptable to community settings. Responsible for providing timely and appropriate case management to adult offenders; the successful reintegration of offenders into a productive and responsible community life; the identification of violations of conditions of release and applying appropriate sanctions; assuring offenders comply with laws and community supervision requirements; the completion of risk and needs assessments.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Devises a schedule of work for self on a periodic basis. Confers with representatives of various community resources seeking assistance for offenders. Informs offender of resources for help in the community and of other facts and events that will help offender in terms of support, treatment, rehabilitation or independent living. Confers with staff of local groups to inform them of services provided by the agency or program. Confers with local officials regarding problems or questions affecting the program or work system. Writes case notes, warrants of violation of release conditions; and reports summarizing data acquired by investigation and research into offenders' social, family, financial and employment situation as a basis for a case action. Writes reports on offender activity and progress; refers offenders to resources for training or counseling. Testifies at court and administrative due process hearings. Discusses current situations with offender; listens, offers suggestions, and helps offender with perception, self-realization or orientation, in accordance with program goals and objectives.

Meets, as needed, with family of offender (usually including offender) and leads a discussion of problems or resolutions. Develops treatment or service plan for offender based on knowledge of offender's situations gained from interviewing and gathers case information. Conducts thorough investigation of community and family life of offender, including home visits and collateral contacts with school officials, police, employers and others as basis for case disposition and decision. Attends staff meetings of work

unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with superiors, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required.

WORK CONDITIONS: Travel, as required, with occasional out-of-state trips.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Arizona Criminal Code and criminal/civil court and administrative hearing procedures; Federal, State and agency laws, rules, regulations, policies and procedures governing adult community corrections system; principles, methods and techniques of investigating, surveillance, interviewing, assessing and paraprofessional counseling; principles and techniques of caseload management; principles of sociology and psychology; cultural and socioeconomic differences and effects on human behaviors; rules, regulations and procedures of the work system and knowledge and application of evidenced based community risk and needs models. .

Skill in/Ability to: Applying and interpreting Arizona Criminal Code and the applicable laws, rules, regulations, policies and procedures governing the adult community corrections system; conducting investigations, searches, surveillance and interviews; managing caseloads; applying the principles and methods of sociology and psychology in interactions with offenders; crisis intervention; verbal and written communications; interpersonal relationships.

KSAs are typically obtained through experience and/or education in:

- Two years of experience as a community corrections or probation/parole officer in Arizona or another state; OR
- Two years of experience as a CO III or above in Program Services or probation/parole officer in Arizona or another state; OR
- A Bachelor's or Master's degree from an accredited university in a social service, criminal justice or related field.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must be 21 years of age prior to admission in a Community Corrections Training Academy; must attend and complete the Correctional Officer Training Academy (COTA), Possess a current Arizona Driver's license appropriate to the assignment; Take and pass oral and written interviews and tests including medical/physical and psychological examinations and pre-employment drug screening; undergo a background investigation and have no felony convictions. Must be able to possess a conceal carry permit and carry a firearm in accordance with the Brady Laws.