

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	AUN08286
Job Class Code:	660	Salary Schedule:	ASRCORR
EEO Category:	02	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	07/18/94	Effective Date:	
Job Code Revised:	11/18/00	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:	01/25/2011	Effective Date:	01/01/2011
Job Code Revised:	04/01/2016	Effective Date:	04/01/2016

JOB CODE SERIES: Community Corrections

JOB CODE TITLE: COMMUNITY CORRECTIONS OFFICER, SENIOR

HRIS TITLE: CMTY CORRS OFFICER, SR

CHARACTERISTICS OF THE JOB CODE: Works under general supervision of a Community Corrections Supervisor. Has the authority to recommend warrants and placement or release of jail holds; arrest and take community supervision violators into custody. Performs difficult and/or specialized case management and serves as the designated back-up supervisor of a metro office in the absence of the supervisor or is solely responsible for first level supervision in a rural office serving adult offenders; Functions as a field training officer (FTO) for community corrections offices; assigns cases; reviews and makes recommendations on work assignments by staff; assists in other administrative matters. 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; a functioning community corrections staff and system; training program for staff developed, implemented and functioning. 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 staff on a periodic basis. Resolves problems presented by staff regarding work methods. Instructs, trains, guides, and counsels staff in carrying out a variety of tasks. Reviews, verifies, or inspects work of staff for quality control. Explains agency policies, procedures, and practices to offenders and representatives of local groups. Gives and receives information requiring considerable judgment regarding current and specific business of the work unit by telephone or direct contact. Testifies at court and hearing proceedings. Instructs staff members in proper use of a complex system of methods, rules, or regulations utilized by the work system. Confers with representatives of various community resources seeking assistance for offenders. Writes case notes, warrants of violation of release conditions; and reports summarizing data acquired by investigation and research into offender's social, family, financial, and employment situation as a basis for case action. Writes reports on offender activity and progress. Testifies at court and administrative due process hearings, acts as the motor pool liaison.

Resolves problems and instructs staff in carrying out a variety of tasks. Informs offender of resources in the community and of other facts and events that will help in terms of support, treatment, rehabilitation or

independent living. Addresses case management issues by meeting as needed with family of offender (usually including offender) and leading a discussion of problems, resolutions, training or paraprofessional counseling. Conducts thorough investigation of community and family life of offender, including home visits and collateral contacts with school officials, police, employers and other as basis for case disposition and decision. Interacts personally with offenders in a helping role as determined by program concepts, goals and objectives, or crisis situations. Participates in caseload policy and procedures auditing process. 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 superior, 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; management and administrative practices and knowledge and application of evidence 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 adult community corrections system; conducting investigations, searches, surveillance and interviews; managing caseload and assisting in proper management of all caseloads of a metro office; crisis intervention; applying methods of leadership and performing administrative tasks; verbal and written communications; interpersonal relationships.

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

- Three years of experience as a Community Corrections Officer in the Arizona Department of Corrections; OR
- Three years of work experience as a Community Corrections Officer or probation/parole officer in Arizona or in another state; OR
- Two years of work experience as a Community Corrections Officer or probation/parole officer in Arizona or in another state and a Bachelor's or Master's degree.

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

SPECIAL SELECTION FACTORS: Must attend the Community Corrections Officer Training Academy (COTA); Possess a current Arizona Driver's license appropriate to the assignment; Take and pass pre-employment requirements if applicable to the job 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.