

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39030</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRCORR</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>07/01/96</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>11/06/00</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>11/14/05</b>	<b>Effective Date:</b>	<b>01/01/06</b>

**JOB CODE SERIES:** Public Protection and Public Order Series

**JOB CODE TITLE:** CORRECTIONAL OFFICER III

**HRIS TITLE:** CORRL OFFICER III

**CHARACTERISTICS OF THE JOB CODE:** Works under general supervision from a Correctional Officer IV or Correctional Administrator. Authority to schedule and facilitate meetings with inmates as prescribed; recommend visits for inmates; evaluate and recommend classifications and disciplinary actions of inmates; review, conclude and make recommendations on all inmates' classifications and changes, and to ensure that inmates' rights of due process are protected; plan and implement recreation/activity programs within established guidelines; enroll, monitor, and remove inmates from work incentive programs. Coordinates correctional programs for inmate care, treatment and rehabilitation. Provides interactive inmate services, assisting inmates with personal, educational and career goals. Services as the classification specialist for an adult institution; chairs the classification review/hearing committee; reviews/makes recommendations on all in-treatment, custody, and parole programs. Plans, implements, and conducts a diversified recreation/activity. Assists parole staff with additional inmate services; provides input to Board of Executive Clemency. Documents inmate-related issues, progress, history, etc., and maintains case records. Assigned cases completed; inmate classifications reviewed and analyzed; social and history summaries prepared and submitted.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Interacts with inmates to provide guidance and crisis intervention; refers inmates for special service needs such as compassionate and emergency leave, education, medical or mental health needs. Conducts intake/orientation of inmates; compiles and summarizes personal histories; completes formal and informal documentation on inmate issues, progress, classification, contacts, activities, legal status, achievements, infractions, etc.; prepares case reports, including recommendations. Advises inmates regarding behavioral and personal needs; assists with program referrals such as psychological, substance abuse, education, vocational, work incentive pay, prison life information, job placement and other related programs. Conducts classification reviews by reviewing institutional file, computer records, interviewing inmates and making institutional need consultation referrals; schedules classification committee hearings; evaluates and recommends appropriate action, custody level, institutional assignment, treatment need scores and parole class level. Serves as the chairperson for classification committees in an institutional setting. Receives, reviews, and maintains logs on inmate grievances, preparing or forwarding for appropriate response. Researches, reviews, analyzes and interpret a variety of laws, rules, regulations and policies regarding the inmate classification system and processes. Assists in interactions involving discipline of inmates; prepares reports; as required and authorized, provides crises intervention and advice. Provides assistance to inmates seeking access to courts, arranging for attorney visits, phone calls, etc. Maintains proficiency with security and other related defense and control equipment. Writes incident reports in prescribed format. Maintains record of work performed and pay due to inmates, in accordance with governing federal, state and agency guidelines. Plans and implements a diverse leisure time recreation/activity program; controls and improves its functioning or utilization. Develops a schedule of

recreation/activities to meet needs, interests and abilities of inmates; encourages participation. Monitors and evaluates recreation/activity programs on a regular basis to assess effectiveness against agency goals and objectives. Attends staff meetings regarding inmates activities and progress; participates in discussions and problem-solving processes. Attends and contributes as an active member of interdisciplinary team. Confers with staff members and other correctional representatives to agree on decisions and resolve common problems. Confers with superior, presenting and resolving difficult problems or questions; discusses plans and actions to be taken, making decisions. Attends periodic workshops or training sessions to improve working knowledge and skills at the skilled level in the work system. Performs related work as required.

**WORK CONDITIONS:** Shift work; extended sitting; extensive reading and writing. Some light lifting with occasional heavy demands. May be exposed to hazards associated with security and guidance of inmates.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** principles and practices of social or correctional casework and facilitation. Principles and practices of classification, treatment, custody and parole. Principles and practices of interpersonal communication, dynamics of human behavior, crisis intervention and Inmate Classification System. Practices and methods of compiling and maintaining case histories, summaries and records. Practices and methods of security techniques and discipline systems and programs of an institution. Practices and methods of a variety of recreation/activities such as indoor and outdoor sports, games, arts and crafts, group social activities, and health and physical education. Federal, State and agency laws, rules, regulations, policies and procedures governing inmates.

**Skill in/Ability to:** methods and techniques of correctional casework, interpersonal relationships, rehabilitation and crisis intervention. Applying and coordinating procedures of classification within treatment, custodial and parole leave. Methods and techniques of security and discipline programs of an institution. Methods and practices of developing and implementing recreation/activities. Verbal and written communications as required by the work activities in a correctional institution. Applying the Federal, State and agency laws, rules, regulations, policies and procedures governing inmates. Providing guidance, direction and crisis intervention in a timely and productive manner; functioning as liaison in providing interactive services and assisting inmates with personal, educational and career goals; preparing and maintaining files and records in the prescribed manner; serving as a program coordinator of inmates; incentive and rehabilitation programs.

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

- Two years of experience as a Correctional Officer II in the Arizona Department of Corrections.

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 Correctional Officers Training Academy; Possess a current Arizona Driver's license appropriate to the assignment; Arizona residency is waived; 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.