

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 703260
Grade S-1**

COMMUNITY CORRECTIONAL INTERN

DEFINITION OF CLASS:

This class is intended to provide on-the-job training for individuals seeking work experience in community based correctional programs. Individuals are provided a community correctional work environment to gain work experience and training. The training may be part of a work-study program for which college credits are earned. Contacts are with other County employees, residents and participants in correctional programs, and the public for the purpose of obtaining information and carrying out assignments.

Interns receive group training, participate in special in-service staff training and serve as "participant/observer" in treatment team meetings, adjustment hearings, and screening offenders. Work is performed under close supervision in accordance with established guidelines and specific instructions, deviations from which must be authorized by the supervisor. Interns meet with their supervisor for work adjustment counseling.

EXAMPLES OF DUTIES: (Illustrative Only)

- Participates in planning and supervision of designed recreational activities for Pre-Release residents.
- Observes and participates in weekly treatment team meeting and screening of offenders.
- Performs on-site and telephone verifications of residents' whereabouts, activities, employment, treatment and leisure.
- Drives program participants to court.
- Performs urine collection and urinalysis testing utilizing the EMIT system.
- Performs various office related tasks in support of departmental staff such as compiling statistics, collecting data for research, delivering court documents, and other related duties.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to organize work, analyze problems and carry out assignments to completion in accordance with established policies and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to deal tactfully and effectively with people.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Completion of two (2) years of college in the social science, human services, or criminal justice fields.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

AGE: Individuals appointed to a position in this class must be at least eighteen (18) years of age on the date of appointment.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: January, 1992

Revised: September, 2005

August, 2013