

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

**Code No. 003248
Grade 22**

CORRECTIONAL SPECIALIST II*

DEFINITION OF CLASS:

This is rehabilitative correctional work at the full performance level providing counseling services to a segment of an inmate population. Contacts regularly include inmates or offenders to obtain and provide information, counseling, placement and other services to speed recovery, prevent relapse and facilitate rehabilitation; representatives of local, State and Federal criminal justice agencies to carry out court-ordered actions; public and private human service agencies to provide, facilitate or monitor offender treatment; community members (employers, family members, etc.) to coordinate community integration; and others inside and outside the County government to perform a full range of correction and rehabilitation services. Some contacts require well-developed communication skills. For the majority of employees, this class of work involves provision of counseling services to inmates and offenders for a four (4) to six (6) month period.

An employee in this class is responsible for providing daily, direct counseling services and life skills training to offenders while working in Pre-Trial Services, Detention Services or Pre-Release Services. Work in Pre-Trial Services revolves around bond review hearings or community supervision of offenders who represent varying degrees of risk to public safety (this includes meeting with offenders to help resolve such major issues as substance abuse, financial problems, employment, housing, etc.). Work in Detention Services consists of gathering information from interviews with inmates to be used to classify inmates and assign them to programs. It also involves providing direct assistance to inmates, e.g., verifying housing and employment, placing calls to attorneys, Public Defender's Office, etc. Work in Pre-Release Services involves meeting with inmates on a scheduled and as-needed basis, to discuss and help resolve such major issues as substance abuse, family/peer group matters, financial problems, employment, housing, etc. Group and individual counseling sessions are intended to help inmates identify sources of their problems and a means to resolve/control them (e.g., a behavioral change) in order to prepare inmates for entry back into the community. Employees of this class work with inmates of various socioeconomic backgrounds, including pre-trial and post-trial inmates, and provide services which are tailored to the individual needs of the inmate population. The complexity of this work centers on working with inmates who are often resistive, unmotivated, and under-controlled and who have a wide variety of serious emotional and behavioral problems; and for whom adjustment to community life is very difficult to achieve. Work goals and objectives are identified and prioritized by a correctional supervisor; the employee is expected to carry out their normal recurring assignments without close direction and supervision, and resolve most work conflicts and problems in accordance with established procedures. A variety of guidelines are available in the form of laws, professional association standards, and agency policy and standard operating procedures that employees use to make judgments and exercise discretion in carrying out their normal assignments. Generally situations and incidents not covered by instructions or precedent are referred to a correctional supervisor for discussion and resolution. Work is evaluated based on an employee's timely and appropriate delivery of services, their ability to resolve problems

initiated by inmate actions, and to work effectively with other employees and representatives of other public and private sector agencies. The impact of this work is realized by a portion of the offender population through the provision of services to them, by family members and employers who are directly impacted by the attitudes and behavior of offenders, and by the community at large in terms of the offender's legal or illegal actions. The work of this class is primarily sedentary, with some discomforts, unpleasantness and potential to provoke hostility or aggression toward the worker from the defendants/offenders (including violent felons) encountered.

EXAMPLES OF DUTIES: (Illustrative Only)

Pre-Trial Services

- Conducts assessment interviews on all pre-trial detainees at the Montgomery County Correctional Facility - e.g., collects and verifies information pertaining to home and employment status, substance abuse, medical issues, ties to the community, and conducts criminal record checks.
- Meets with offenders on a scheduled or as-needed basis to discuss and help resolve issues of substance abuse, family/peer group matters, financial problems, employment, housing, etc.
- Provides crisis intervention services, life skills counseling and problem solving techniques to defendants; conducts substance abuse and mental health screenings and assessments; and assesses educational/vocational needs.
- Helps assess risk to public safety of defendant's behavior to recommend incarceration or community supervision.
- Prepares and presents detainee release recommendation to Court during bond review hearings.
- Prepares a behavioral contract with defendants released to Pre-Trial Services.
- Conducts supervision intake interviews with defendants after release (while on bond), to establish supervision levels and identify areas of concern. Refers defendants to treatment and social service agencies.
- Prepares defendant supervision summaries for the court of jurisdiction.
- Monitors and enforces defendant compliance with court release conditions and reports all violations to the court of jurisdiction.
- Uses databases to enter and retrieve information about defendants/offenders.
- Performs related duties as required.

Detention Services

- Conducts regular and new inmate risk assessments for the purposes of evaluation, diagnosis, and housing placement.
- Recommends inmate classification/housing assignments based upon review of information from risk assessments, makes housing placements, and maintains locator boards.
- Participates or chairs Special Classification Review Board to evaluate inmates with special custody problems -- e.g., suicidal, mental problems, escape risk, etc.
- Participates in or chairs Team Assessment Board to review progress of inmates after sentencing to determine problems, concerns and adaptation of inmates to incarceration.
- Participates in or chairs the Work Board, and assigns inmates to tasks.
- Explains institutional rules and regulations to inmates, and answers their questions.
- Provides brief counseling services to portion of inmate population to assist inmates with personal, financial, legal and other problems.
- Provides informational/instructional tours of Montgomery County Correctional Facility to visiting groups.
- Prepares statistical reports.

- Coordinates inmate funeral attendance arrangements.
- Organizes and monitors Inmate Council Meetings.
- Evaluates assigned inmates to determine eligibility and suitability for voluntary work programs.
- Investigates and resolves reports on inmate housing unit problems of moderate proportion.
- Uses databases to enter and retrieve information about defendants/inmates.
- Performs related duties as required.

Pre-Release Services

- Provides group and primary counseling services to inmates, including but not limited to problem solving, interpersonal skills, values clarification, stress and anger management, assertiveness training, alcohol and drug education, health/hygiene/nutrition education, financial management, and other basic living skills education.
- Provides recommendations and insight during weekly staff meetings to develop inmate needs assessment and treatment plans, and evaluate inmates' performance.
- Negotiates and develops preliminary behavioral "contracts" with inmates at Montgomery County Correctional Facility prior to transfer to Pre-Release Center.
- Conducts on-site sponsor interviews with inmate's family members and friends in the community to assess suitability of potential sponsor, acquire additional information about the inmate, explain program to sponsor, and set expectations for home visitation with sponsors.
- Maintains contacts with sponsors and other family members to provide therapeutic intervention in family situations on an as-needed basis.
- Prepares inmate counseling reports and performance evaluations.
- Conducts orientation program for new inmates on a regular rotating basis.
- Conducts educational assessment of offender and places him/her in a G.E.D. or tutorial program.
- Provides life skills training to inmates involving topics such as problem solving, interpersonal relationships, alcohol, drugs, work adjustment, values, money management, leisure time use, stress management, communication, Reality Therapy, etc.
- Recruits, screens, places and supervises volunteers.
- Provides crisis intervention services and contact counseling to inmates.
- Periodically reviews cases with consulting psychologist.
- Maintains statistics on services provided to assigned inmates.
- Participates in adjustment hearings formed to hear and recommend actions regarding inmate's violation of rules and regulations.
- Provides training for new staff and interns.
- Transports inmates.
- Provides informal follow-up with inmates released to the community.
- Uses databases to enter and retrieve information about inmates.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES;

- Considerable knowledge of the practical operations of the criminal justice system.
- Considerable knowledge of the theories, principles, and practices of parole and probation and of the conceptual and overt behavior patterns of offenders.
- Skill in problem solving to identify and analyze issues, and make effective recommendations for or decisions on individualized treatment programs.
- Skill in oral communication to express information verbally (including facts, concepts and principles) so that others will understand, and to understand verbal information of others. This

includes skill in encouraging oral communication by others.

- Skill in written communication to express information in writing (including facts, concepts and principles) so that others will understand, and to read and comprehend the written information of others.
- Skill in human relations to effectively work with persons of demonstrated antisocial behavior, including persons charged with or convicted of serious crimes.
- Interpersonal skills to interact effectively with personal contacts.
- Skill in using a computer, modern office suites and program-specific computer systems to enter, use and exchange information.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of full-time satisfactory experience in community-based corrections or in other human services work emphasizing treatment/counseling, one (1) year of which must be equivalent to that of a Correctional Specialist I.

Education: Possession of a Bachelor's degree from an accredited college or university.

Equivalency: Excess education may be substituted for required experience, but excess experience may not be substituted for the Bachelor's Degree, as the educational requirement is stipulated by the Maryland State Training Commission.

LICENSE: None.

CITIZENSHIP AND AGE:

Individuals appointed to this position must be at least twenty-one (21) years of age on the date of appointment, and be either a citizen of the United States or resident alien.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with a Urine Drug and Alcohol Screen.

Class Established: July 1979

Revised: July 1983

October 1984

September 1986

October 1994

Classification Study: September 2003 (M)

August 2013

October 2014

(Probationary Period) January 2020

Revised: Medical Protocol per OMS Review: June, 2022