



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 5135
5136
5137

CORRECTIONS AGENT

SCOPE OF WORK:

Work involves coordinating the supervision of offenders. Work is primarily performed in an office setting.

DUTIES PERFORMED AT ALL LEVELS:

- Coordinate and complete intake and release planning information on offenders.
- Interview offenders to assess individual needs and risks; work with case managers, treatment counselors, mental health counselors, and other agencies to develop and assess appropriate offender release plans.
- Coordinate and maintain contacts with outside agencies to assure release needs will be met related to offender housing, medication, and offender primary or aftercare programming.
- Investigate and confirm information on offender release plan with contacts; analyze information and provide periodic statistics to supervising manager.
- Review parole plans with Program Manager and Victim Coordinator on offenders who are parole eligible.
- Conduct offender criminal history checks, warrant inquiries, and driver's license abstract checks; compile and maintain history and case records; submit information to appropriate committee(s).
- Calculate offender's initial parole board review; interpret criminal judgments pursuant to North Dakota law and Department of Corrections and Rehabilitation policies.
- Coordinate collection and dissemination of paroling information including parole plan investigations, judge and States Attorney input, treatment, and media reports.
- Develop and maintain offenders' supervision plans.
- Monitor offenders' compliance with work rules and performance at work sites; identify and solve related problems; document time sheets; enforce conditions set by the court; report offender compliance to probation officer, courts, corrections board, parole board and/or states attorney.
- Assist with providing or arranging transportation, conducting body searches of criminal offenders and placement and monitoring of electronic monitoring systems.
- Conduct alcohol and drug testing analysis; may do fingerprinting and DNA testing according to agency policy.
- Monitor and assist with the collection of restitution, fines, fees, spending accounts, and court costs.
- Perform office management duties related to job functions.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CLASS CODES: 5135
5136
5137

ND Class Description
Corrections Agent

CORRECTIONS AGENT I

5135

GRADE G

LEVEL DEFINITION:

Work at this level is considered a training level and is closely supervised.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Analyze, monitor, and coordinate Interstate Compact Cases.
- Assist with staff training, and coordination and evaluation of contract employees.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of work experience dealing with potentially volatile people and potentially hazardous situations. Must become certifiable as a Correctional Administrative Employee, Correctional Officer, or completion of the Correctional Employee Orientation Training course within specified time frame. College coursework in a behavioral science or field related to the duties of the position may substitute for the work experience requirement on a year-for-year basis.

CORRECTIONS AGENT II

5136

GRADE I

LEVEL DEFINITION:

Work at this level is considered fully functioning and is performed under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate case management and staffing with outside entities.
- Determine and monitor offender performance based sentence reduction date including sentence computation dates.
- Develop, facilitate, and lead cognitive restructuring groups; maintain appropriate records related to program effectiveness.
- Analyze, monitor, and coordinate Interstate Compact Cases.
- Prepare and conduct investigations.
- Assist the victim advocate in coordinating victim requests for offender information; victim issues such as recovery from injury, financial losses, or victim mediation; preparation of victim impact statements and reports; communicate offender progress and victim assistance to various local, state, and federal officials, and to treatment staff.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a behavioral science or field related to the duties of the position and two years of work experience in dealing with potentially volatile people and potentially hazardous situations. Must be certified as a Correctional Administrative Employee, Correctional Officer, or completion of the Correctional Employee Orientation Training course within specified time frame. Additional work experience as described above may substitute for the degree requirement on a year-for-year basis.

CORRECTIONS AGENT III
Grade J

5137

LEVEL DEFINITION

Work at this level involves supervising staff, preparing Interstate Compact applications, and completing complicated offender assessments.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Complete and compile complex offender risk assessments including but not limited to the MnSOST, MnSOST-R, Mini Mental Status Exam, Static 99, Stable 2000 etc.
- Train, supervise, and evaluate staff; coordinate duties assigned with other managers and supervisors within the department.
- Interpret and apply Interstate Compact Rules, conduct Interstate Compact investigations for placement and prepare Interstate Compact applications; resolve transportation issues.
- Monitor Interstate Compact cases including correspondence, financial obligations, and progress/conduct reports; initiate revocation proceedings on Interstate Compact cases as needed.
- Prepare and provide training on division policy and practices in conjunction with the division's training officer; record and submit training records to the division and North Dakota Peace Officer Standards and Training board.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a behavioral science or field closely related to the duties of the position and three years of work experience in dealing with potentially volatile people and potentially hazardous situations. Work experience must have included lead worker or supervisor duties. Must be certified as a Correctional Administrative Employee, Correctional Officer, or completion of the Correctional Employee Orientation Training course within specified time frame. Additional work experience as described above may substitute for the degree requirement on a year-for-year basis.

CLASS CODES: 5135
5136
5137

ND Class Description
Corrections Agent

Eff. Date: 02/98

Rev: 08/00 – Added second level to class code 5105 and assigned new class codes; updated duties, format, and grades

Rev: 12/04 - Added third level, updated duties and level definitions.

Rev: 05/06 – Updated scope of work, duties, and level definitions.

Rev: 09/08 - Updated scope of work, duties, level definitions, and factoring

Rev: 07/12 – Conversion to Hay System