

**CLASS TITLE: CLASSIFICATION COUNSELOR  
(CORRECTIONS)**

**Class Code: 02828200  
Pay Grade: 26A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform technical tasks involved in a correctional institution's classification and assignment program and to make periodic recommendations for the adjustment and rehabilitation of inmates or delinquent and/or wayward youths; to serve as a welfare officer within the institution and provide counseling services for such inmates or youths; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom work assignments and instructions are received; work is reviewed in process and/or upon completion for results obtained and for conformance to policies, rules and regulations and for results achieved.

**SUPERVISION EXERCISED:** As required, may supervise the work of others assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform technical tasks involved in a correctional institution's classification and assignment program such as:

interviewing newly admitted inmates or youths for the purpose of ascertaining their attitudes, behavior, level of educational achievement and their family and social background; utilizing the results of appropriate psychological, aptitude and achievement tests in order to become familiar with the intellectual and emotional characteristics of such inmates or youths; making recommendations on the basis of findings, for use by the institution's classification committee or other correctional officials in determining appropriate vocational, educational, custodial or other assignments for such inmates or youths.

To make periodic restudies of inmates or youths to determine the progress or lack of progress in adjustment and rehabilitation.

To conduct interviews with inmates or youths and their relatives to discuss individual problems and to make periodic recommendations thereon to a superior.

To prepare pre parole summaries.

When the youth has utilized satisfactorily all the rehabilitation services of the institution, to recommend a continuing plan of rehabilitation for him or her upon return to the community.

To provide service, involving personal contact, to the youth after his or her return to the community to insure the continuation and completion of the rehabilitation process initiated in the institution.

To serve as a welfare officer within the institution and to provide opportunities for the inmate or youth counseling on such matters as personal problems of work, personal associations with other inmates or youths, working attitudes, and on other problems arising in the program of adjustment and rehabilitation.

To assist inmates in formulating parole plans, including plans for employment and residence such as referrals for jobs.

To confer regularly with social workers, clergymen or other persons representing community agencies interested in any inmate or youth.

To meet with the parents of any youth.

To evaluate the strengths and weaknesses existing in the setting to which the youth shall return.

To prepare appropriate case records and required reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and techniques of social case work as they apply to the rehabilitation of adult offenders or delinquent and/or wayward youths; a thorough knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to adult or juvenile delinquency; a thorough knowledge of community resources and the ability to utilize them effectively in the rehabilitation of offenders or delinquent and/or wayward youths; a familiarity with the principles, practices and techniques used in an adult or juvenile correctional institution's classification and assignment program and the ability to conduct individual case studies, formulate social diagnoses and prepare recommendations for comprehensive treatment plans concerning appropriate vocational, educational, custodial and other assignments involved in a program of adult or youth rehabilitation; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with major course work in Sociology, Behavioral or Social Sciences; and

Experience: Such as may have been gained through: employment in a full-time professional social casework position in a public or private social agency or institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1986

Editorial Review: 3/15/03