

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: COUNSEL SUBSTITUTE I

SALARY GROUP: A13

DEPARTMENT: Counsel Substitute

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Michael Upshaw DATE: 09/23/2014

POSITION #: 033281

**I. JOB SUMMARY**

Performs entry-level work as a representative and advocate of offenders in a correctional facility. Work involves providing technical support to offenders in the disciplinary process. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Notifies and interviews offenders charged with violations of agency, facility, or unit rules and regulations; explains charges to offenders and agency and contract facility employees; investigates allegations; conducts interviews and prepares a written summary of witness statements; and obtains all available forms of evidence.
  - B. Prepares and maintains accurate records on activities, assignments, and dispositions; and prepares related reports.
  - C. Assists in analyzing offenders' positions, developing strategies of defense, and advising offenders of alternative plans of action; represents offenders at disciplinary hearings; negotiates the mitigation of punishments; and advises and assists offenders with disciplinary appellate procedures.
  - D. Assists in maintaining security of offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Three months full-time, wage-earning offender discipline experience

or

two years full-time, wage-earning criminal justice experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.

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B. Knowledge and Skills

1. Knowledge of the agency offender disciplinary process preferred.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill to review technical data and prepare technical reports.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, slippery or uneven walking surfaces, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, tape recorder, telephone, and automobile.