

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: COUNSEL SUBSTITUTE II

SALARY GROUP: A15

DEPARTMENT: Counsel Substitute

Page 1 of 3

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 #: 033282

I. JOB SUMMARY

Performs complex 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 general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs technical work for the offender disciplinary process to include coordination with other staff, case management, application of policies and procedures, docket schedules, and quality control; prepares and maintains accurate records of program activities; and prepares related reports.
 - B. 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; prepares written statements; and obtains all documentary evidence.
 - C. Analyzes offenders' positions, develops strategies of defense, and advises 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.

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Page 2 of 3

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 experience as a Counsel Substitute I

or

six months full-time, wage-earning offender discipline experience

or

three 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 for a maximum substitution of two years.

B. Knowledge and Skills

1. Knowledge of investigative methods and practices.
2. Knowledge of agency offender disciplinary process preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
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 review technical data and prepare technical reports.

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Page 3 of 3

10. Skill to plan work in order to meet established guidelines.

11. Skill to research and interpret questions involving the disciplinary process.

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.