



CORR-FIELD OFFICER SUPERVISOR

CHARACTERISTICS OF WORK:

This is professional work involving the supervision of subordinate staff members, probationary offenders, parolees, and MDOC inmates. Incumbents supervise staff, assist with staff development, aides the Associate Director in administrative duties and communicates relative matters with local officials as needed. In addition, provides casework services and supervision to offenders in a community setting to reintegrate the offender into the community. Work includes the marshalling of public and private social services which may benefit the offenders. Incumbents may supervise personnel of a lower classification with the area. Work is performed within an assigned jurisdiction under the supervision of a Community Corrections Associate Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field;

AND

Experience:

Four (4) years of experience in work related to the above described duties and two (2) years experience as a CORR-Field Officer III.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field;

AND

Experience:

Five (5) years of experience in work related to the described duties and two (2) years experience as a CORR-Field Officer III.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Nine (9) years of experience in work related to the described duties and two (2) years experience as a CORR-Field Officer III.

Note: In all cases, the applicant must have successfully completed the Mississippi Law Enforcement Officers Training Program as mandated by Mississippi Code Annotated, 1972, Section 47-7-9 (b) as amended. Applicants/Employees who possess a valid certificate of completion from the Mississippi Board on Law Enforcement Officers Standards and Training may not be required to attend the aforementioned training program.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Required Documents:

Must possess a valid MS Driver's License, or a valid Drivers License from a contiguous state.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists, guides, and counsels offenders in affecting their rehabilitation and social readjustment.

Monitors the progress of offenders placed in community-based programs administered by the department and/or the Court.

Maintains regular contact with offenders and their families, employers, and other to determine the degree of adjustment.

Maintains contact with local criminal justice agencies, units of government, and community group.

Makes residence investigations.

Maintains records for all cases under supervision and prepares reports as required.

Collects supervision fees and restitution, if applicable, from offenders.

Verifies, if requested, by CCAD monthly reports, time sheets, and expense vouchers turned in by all staff under supervision.

Assures that staff is familiar with and complies with Agency policies and procedures.

Administers and maintains Employee Performance Appraisals reviews.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.