



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONS COUNSELOR V</b>	<b>44*</b>	<b>A</b>	<b>10.124</b>
<b>CORRECTIONS COUNSELOR IV</b>	<b>43*</b>	<b>B</b>	<b>10.126</b>
<b>CORRECTIONS COUNSELOR III</b>	<b>39*</b>	<b>B</b>	<b>10.132</b>
<b>CORRECTIONS COUNSELOR II</b>	<b>37*</b>	<b>B</b>	<b>10.143</b>
<b>CORRECTIONS COUNSELOR I</b>	<b>35</b>	<b>B</b>	<b>10.154</b>

**SERIES CONCEPT**

Corrections Counselors within in the Nevada Department of Corrections provide mental health services to offenders in a correctional setting including interviews, behavioral planning and implementation, consultation, psycho-educational classes, research, and training.

Interview individuals to determine treatment, programming, or placement needs; make behavioral health recommendations; interpret and integrate data with interview findings and behavioral observations; discuss results with offenders or other authorized individuals; prepare written reports on offenders interviewed which include potential behavioral health needs.

Participate as a member of the treatment team in staff meetings; share information and analyze treatment options; define, provide, and schedule appropriate care.

Provide counseling services, relaxation training, relationship counseling, substance abuse counseling, and pain management counseling to facilitate recovery and maintain offender in the least restrictive environment possible.

Provide crisis intervention by applying appropriate de-escalation techniques and principles in order to relieve the immediate problem; intervene with offenders who may be hostile, aggressive, combative or assaultive; follow established protocol in order to protect offenders, staff, and others who may be at risk; form a crisis debriefing team of mental health and security professionals and debrief staff involved in emergency situations to alleviate emotional concerns.

Consult and train staff regarding current policies and procedures to comply with statutory and ethical requirements and current scientific developments in areas relevant to agency services.

Participate in planning, developing and coordinating program services to meet the needs of the population served; participate in committees and facility activities in developing policies and procedures; and participate in quality review programs. In a correctional setting, participate on the Unit Management Team to deliver services to offenders within their units.

Document activities in regular written reports and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for billing and recommend third party payments as appropriate.

Conduct research and evaluation studies, for data collection and statistical purposes, to enhance services provided which may include interviews, offender characteristics, prediction of positive treatment outcomes, or prediction of recidivism or violence of an individual offender.

Perform related duties as assigned.

**\* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

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## CLASS CONCEPTS

**Corrections Counselor V:** Incumbents provide mental health services described in the series concept and, in addition, are responsible for a mental health services program. Incumbents supervise at least one Corrections Counselor IV to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may also supervise lower-level professional, technical, and/or administrative staff as needed. Positions at this level typically report to a Medical Director, Mental Health Director, Correctional Programs Administrator, or other higher-level administrator, and work is assigned through agency goals and objectives.

**Corrections Counselor IV:** Under general direction, incumbents perform advanced clinical and programmatic work requiring a doctorate in psychology, social science or human service discipline and perform the full range of duties described in the series concept. In addition, incumbents observe for mental illness symptoms, developmental or learning disabilities and other related disorders, provide oral and written court testimony as a witness regarding the degree of disability and credibility of offenders and evaluate findings, and may provide administrative supervision of lower level Corrections Counselors, professional, technical, and/or administrative staff as needed. Positions at this level typically report to a Corrections Counselor V, a Correctional Programs Administrator, or a Clinical Program Manager, and may be assigned to develop, implement, and manage specialized programs.

**Corrections Counselor III:** Under general supervision, Corrections Counselor III's are assigned complex caseloads and provide care for the most severely mentally ill, developmentally, or learning-disabled offenders and provide for psycho-educational programs and groups.

**Corrections Counselor II:** Under general supervision, Corrections Counselor II's perform the full range of duties described in the series concept.

**Corrections Counselor I:** Incumbents either:

- 1) Under general supervision, perform some of the duties described in the series concept in a more limited manner as determined by the Department. Positions may be permanently allocated at this level and there is no progression to the next level in the series; or
- 2) Under close supervision, receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

### **CORRECTIONS COUNSELOR V**

**EDUCATION AND EXPERIENCE:** Doctoral degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field and four years of post-

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## MINIMUM QUALIFICATIONS (cont'd)

### CORRECTIONS COUNSELOR V (cont'd)

#### EDUCATION AND EXPERIENCE: (cont'd)

doctoral experience providing therapy, psychological testing and rehabilitative programs to clients or offenders in a correctional, rehabilitative, clinic or institutional setting, one year of which must have been in a supervisory capacity; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology and four years of experience as described above; **OR** one year of experience as a Corrections Counselor IV in Nevada State service. (*See Special Requirement*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** State and federal regulations for mental health, developmental disabilities, rehabilitation, or correctional populations; principles and practices of supervision; management principles and practices sufficient to plan, organize, delegate, oversee and evaluate the work of doctoral level and other professional staff and support personnel; general medical conditions which affect mental illness, developmental disabilities, and substance abuse. **Ability to:** participate in management team meetings as requested by the Mental Health Director, Correctional Programs Administrator, Clinical Program Manager or other administrator; resolve programmatic issues resulting from conflicting policies or regulations; establish goals and objectives for the unit or department; develop budgets, work plans, performance indicators, and administrative reports; communicate complex ideas and resolve problems interdepartmentally; provide training to lower level professionals; develop appropriate interventions and goals; *and all knowledge, skills, and abilities required at the lower levels.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency, divisional and departmental policies and procedures; State personnel practices and procedures; advocacy issues regarding mental illness, developmental disabilities, co-occurring disorders, and substance abuse. **Ability to:** collect, analyze, and utilize data in administrative accountability and evaluation studies; prepare and administer a yearly departmental budget by correlating the available fiscal resources with agency needs for equipment, personnel, and training; develop, implement, and evaluate programs in response to offenders and agency needs.

### CORRECTIONS COUNSELOR IV

**EDUCATION AND EXPERIENCE:** Doctoral degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field and three years of post-doctoral experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and three years of experience as described above; **OR** one year of experience as a Corrections Counselor III in Nevada State service. (*See Special Requirement*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** anti-social personalities; correctional programs, criminal justice processes and systems; offender classification and security procedures and requirements; reference books including psychological treatment, diagnostic and statistical manuals. **Working knowledge of:** therapeutic principles and techniques used in providing mental health services to clients/offenders with mental illness, developmental and related disorders and disabilities; types, etiology, and treatment of mental disorders; assessment methods; psychopharmacology and correctional programs. **Ability to:** apply federal and State laws related to treatment and therapy in a correctional environment; provide mental health services and correctional programming in a correctional setting; abide by the American Psychological Association code of ethics; assess for mental illness, developmental disabilities and related disorders; develop, implement and manage clinical and correctional programs and services; assign and review work, organize staff activities, and

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### MINIMUM QUALIFICATIONS (cont'd)

#### CORRECTIONS COUNSELOR IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
provide review of subordinates' work as assigned; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Corrections Counselor V.*)

#### CORRECTIONS COUNSELOR III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field and three years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program and one year of professional experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, a one-year internship in an applied program, and one year of experience as described above; **OR** one year of experience as a Corrections Counselor II in Nevada State service. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** assessment tools and instruments used in the diagnosis, treatment and evaluation of individuals in the population served; federal and State laws related to mental health, intellectual disabilities and substance abuse; correctional programs; agency, divisional and departmental policies and procedures; client/offender rights and confidentiality of information; personality disorders; educational and learning disorders; survey design and data collection; mental health and developmental service delivery systems; analysis and interpretation of statistical data; case management practices and procedures; crisis intervention techniques; individual, marital, group and family counseling techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; services, roles and responsibilities of human services agencies in the community. **General knowledge of:** chemical dependency and substance abuse; psychological and physical conditions encountered in a correctional setting; normal and abnormal human behavior, growth and development. **Ability to:** make specific observations and recommendations regarding client/offender treatment and progress; coordinate treatment services provided by agency personnel and others; and provide correctional programming; work ethically and professionally with individuals who have been convicted of crimes; participate in program development projects; assess, develop and implement behavior plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate relationships with offenders, their families and care providers; set priorities which accurately reflect the level of care needed by offenders; balance responsibilities with documentation requirements; modify intervention procedures to meet specific service needs of offenders or families; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Corrections Counselor IV.*)

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### MINIMUM QUALIFICATIONS (cont'd)

#### CORRECTIONS COUNSELOR II

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field and two years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program in a correctional, law enforcement, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and a one-year internship in an applied program as described above; **OR** two years of experience as a Corrections Counselor I in Nevada State service. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** theories and principles of counseling; symptoms, characteristics, and treatment of neurological impairment, mental illness, developmental disabilities, and emotional and behavioral disorders; laws governing abuse and neglect of clients/offenders; ethical standards of care and treatment; verbal communication skills sufficient to confer with colleagues, clients/offenders, and others. **General knowledge of:** client rights and confidentiality of information. **Ability to:** develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; write comprehensive evaluations, reports and recommendations; observe and detect signs and symptoms of psychological disorders.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Corrections Counselor III.*)

#### CORRECTIONS COUNSELOR I

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** normal and abnormal behavior and development; individual and group counseling techniques; case management practices and procedures; crisis intervention techniques; laws governing abuse and neglect of clients/offenders; ethical standards of care and treatment; confidentiality of information; symptoms, characteristics, and treatment of common mental and emotional illnesses. **Ability to:** provide individual and group therapy; write concise, logical, and clear reports regarding client status and treatment; establish rapport with clients; work effectively with co-workers, medical, and health professionals, social service agency representatives and others.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Corrections Counselor II.*)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/89P	12/1/68	12/1/68	12/1/68	8/8/23UC

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	8/19/88PC			
REVISED:		2/26/76	2/26/76	2/26/76
REVISED:		7/27/76	7/27/76	7/27/76
REVISED:		7/1/86R	7/1/86R	7/1/86R
		7/18/86-3	7/18/86-3	7/18/86-3
REVISED:		7/1/89P	7/1/89P	7/1/89P
		8/19/88PC	8/19/88PC	8/19/88PC
REVISED:		12/14/89-3		
REVISED:	3/13/90-3	3/13/90-3	3/13/90-3	3/13/90-3
REVISED:	7/1/93LG	7/1/93LG		
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	10/16/03UC	10/16/03UC	10/16/03UC	10/16/03UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	3/9/16RNC	3/9/16UC	3/9/16UC	3/9/16UC
REVISED:	8/8/23UC	8/8/23UC	8/8/23UC	8/8/23UC

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