



**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>CORRECTIONAL CASEWORK SPECIALIST III</b>     | <b>40*</b>   | <b>B</b>     | <b>12.556</b> |
| <b>CORRECTIONAL CASEWORK SPECIALIST II</b>      | <b>38*</b>   | <b>B</b>     | <b>12.559</b> |
| <b>CORRECTIONAL CASEWORK SPECIALIST I</b>       | <b>36*</b>   | <b>B</b>     | <b>12.565</b> |
| <b>CORRECTIONAL CASEWORK SPECIALIST TRAINEE</b> | <b>32*</b>   | <b>B</b>     | <b>12.571</b> |

**SERIES CONCEPT**

Correctional Casework Specialists perform duties involving the evaluation and classification of individual inmates incarcerated within State correctional facilities; maintain a comprehensive record of each inmate regarding personal data, legal data, criminal history, institutional adjustment, program needs, program achievements, classification history and rule infractions as stipulated under NRS Chapter 209; evaluate, develop and implement plans for inmate program participation.

Conduct routine casework assignments within established time frames to determine need for reclassification of individual inmates; analyze case factors which contribute to classification decisions such as changes in legal status, progress in service of sentence, decisions of parole authority, achievements and infractions; make determinations based on the application of laws, rules or regulations and thorough analysis and verification of data contained in case history files, investigative reports, personal interviews and departmental reports; compare inmate status against classification criteria; explain, interpret and advise inmate on decisions which are based on Nevada Revised Statutes, court case law, administrative regulations, and institutional/facility procedures.

Serve as a member of the facility's Disciplinary Committee by hearing cases regarding inmate violations of institutional and work release rules involving general or major infractions; review inmate's case files, investigative reports, statements from witnesses, evidence, and inmate testimony. Determinations are made as to the guilt of inmates and severity of the violation. Disciplinary sanctions are based on the Code of Penal Discipline and are submitted to the Associate Warden of Programs for review and approval.

Serve as a member of the Institutions/Facilities Classification Committee involving the classification of inmates during their regular reviews, post Parole Board reviews, post Disciplinary Committee reviews and for special classification issues; present and explain data regarding inmates on assigned caseload and participate in the classification process. Committee decisions are based on the Caseworker's presentation of inmate file material, inmates' statements, and eligibility in relation to established classification criteria.

Prepare parole progress reports regarding inmate history and activity prior to and during incarceration period. Information is provided as to the inmate's criminal history, legal status and history, progress in service of sentence, classification history, institutional achievements, adjustment, infractions and criminal status in other jurisdictions. Inmate is interviewed for relevant input for parole report and is notified of hearing date. Release plans are requested as well as letters of verification. Completed report is reviewed with the inmate and supervisor prior to submission to the Parole Board. Represent the department at Parole Board hearings to provide information and take file notes.

Assist inmate in obtaining work assignments during incarceration by assessing their ability to perform various tasks based on medical records, inmate file history, and personal interviews; make job assignment recommendations to Classification Committee; observe and evaluate work performance and ensure work time credits are properly received and documented.

**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

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### SERIES CONCEPT (cont'd)

Respond to inquiries concerning sentence structure and sentence credits of inmates; obtain information regarding inmate work status by reviewing work history reports, institutional file, work time forfeitures and credits, and applicable laws involving parole and discharge eligibility.

Monitor status of assigned inmate's custody level on a daily basis by reviewing movement sheets to determine if any housing changes, disciplinary or protective custody actions have been taken; review incident reports, interview inmate and document findings in inmate file; ensure inmate receives due process and assistance; complete all required reports and forms for review by supervisor.

Provide guidance to inmates regarding institutional rules, appropriate behavior, program opportunities, personal or family problems, emergency situations, medical or psychological needs and complete appropriate referral forms; encourage behavior modification and performance expectations within institution and take appropriate action; chronologically document information received from inmate and any actions taken to ensure compliance with due process procedures.

Respond to legal matters involving inmates within the facility by answering inquiries from the Attorney General's Office and other agencies or institutions involving small claims, civil suits and/or criminal prosecution; conduct research to develop written response.

Conduct research and draft correspondence for Prison Administrators which may relate to inmate concerns regarding the staff or institutional programs and policy.

Prepare special reports for the Warden or Director involving removal or reinstatement of statutory good time credits for inmates involved in serious disciplinary infractions and submission of reports for transfer of inmates under the auspices of the Interstate Compact Agreement.

Process, review, and maintain log book for inmate grievances; assign case numbers to grievances received and forward to appropriate party for written response; upon receipt, prepare written response to inmate and attempt to resolve grievance.

May coordinate the movement of inmates involving release, transfer and housing assignments by developing and reviewing appropriate documentation; ensure inmate records and/or property are gathered and transported with inmates and track their movement.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Correctional Casework Specialist III:** Incumbents at this level work either in a major institution or the Offender Management Office where they perform one of the following:

- 1) Under the direction of the Associate Warden of Programs, supervise the activities of Correctional Casework Specialists in a major institution through the review of reports and forms submitted for the intake, classification, housing, work assignments, discipline and transfer of inmates. Incumbents coordinate caseload assignments and activities of casework specialists; ensure forms are completed accurately within established time frames and conform to established policies and procedures; evaluate individual performance and provide direction; and perform the duties of the Associate Warden of Programs in his/her absence.

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### **CLASS CONCEPTS (cont'd)**

#### **Correctional Casework Specialist III (cont'd)**

Perform specialized casework dealing with complex legal issues, sentence structure interpretation and multiple problem inmates, requiring a detailed knowledge of State laws, court orders, consent decrees and department regulations; work through the department's central records system to obtain all available inmate data to determine if an error has occurred and provide recommendations for resolution. Recommendations are reviewed by the Associate Warden of Programs and forwarded to the Offender Management Office for final approval.

Implement training programs for staff in the areas of correctional casework, classification, disciplinary action, release procedures, records management and related functions by providing needed information and direct supervision on institution policies and procedures, Nevada Revised Statutes, Nevada Administrative Code, and court decrees; and monitor completed reports and casework assignments.

- 2) Under the direction of the Correctional Classification/Planning Specialist, incumbents in the Offender Management Office monitor and maintain an eligibility roster of inmates for assignment to industrial work programs and minimum custody; and are responsible for final review and determination of all casework performed by Correctional Casework Specialists at assigned State correctional facilities and camps for the Department of Corrections. Incumbents review and approve reports and forms submitted for classification, housing, work assignments, discipline and transfer of inmates; provide final reviews, recommendations, approvals, and/or denials for all requests and classifications changes; make final determinations on the movement of cases to casework specialists in the institutions and/or recommend training for caseworkers as required; provide input into the performance evaluations of other caseworkers at the institutions. In addition, incumbents in the Offender Management Office have full access to the Nevada Criminal Information System (NCIS) system and process all inmate lawsuits.

**Correctional Casework Specialist II:** Incumbents perform the full range of duties in the series concept. In addition, under limited supervision of the Correctional Casework Specialist III, incumbents perform difficult casework assignments that require the resolution of complex legal issues and the coordination and management of multi-disciplinary and classification activities involving due process and procedural safeguards of inmates. Caseload assignments are more difficult involving inmates classified to mental health units, reception/diagnostic centers, long term segregation units, and condemned inmate's housing units. The caseworker utilizes an in-depth knowledge of department policy and procedure, Nevada Revised Statutes, Court Case Law and Administration Regulations.

Review and process inmate release forms and records on a monthly basis; coordinate release activities with institutional staff and the Central Records Office; ensure release paperwork is completed accurately and that proper verification is obtained; provide notification to inmate, prison staff, relatives of inmate, local law enforcement and the District Attorney's Office upon receipt of release authorization; compile discharge packet, complete notification letters and send completed release file to the Central Records Office.

Manage the inmate work time and payroll reports for assigned facility by completing work performance evaluations and reported work credit records for compilation into final monthly reports for review by the Associate Warden of Programs; investigate inmate and staff inquiries regarding reported work credits and payroll; may conduct audits of reported work time.

Provide training to new casework specialists on casework techniques, institutional policy and procedure and performance standards.

May prepare initial intake summary worksheets, designation instruments, and summary reports for presentation to the Intake Classification Committee regarding the inmate's custody level, placement, work and program assignments; obtain information from pre-sentence investigation reports, parole and probation violation reports,

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### CLASS CONCEPTS (cont'd)

#### **Correctional Casework Specialist II** (cont'd)

institutional files, personal interviews with inmates, psychological and medical reports and documentation from other institutions.

**Correctional Casework Specialist I:** Under general supervision of the Correctional Casework Specialist III, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

**Correctional Casework Specialist Trainee:** Under the direct supervision of the Correctional Casework Specialist III, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level for this series and provides for progression to the Correctional Casework Specialist I upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the hiring authority.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL REQUIREMENT:**

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

#### **CORRECTIONAL CASEWORK SPECIALIST III**

**EDUCATION AND EXPERIENCE:** Graduation from high school and six years experience in a correctional, parole and probation or comparable setting conducting casework services and investigations and preparing detailed reports for the purpose of rehabilitation, program development, and program services of clients or parolees and probationers or the institutional classification and disciplinary process of inmates; **OR** Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration or related field and four years of experience as described above; **OR** Master's degree with specialization in criminal justice, psychology, sociology, social work, public administration or closely related field and three years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Correctional Casework Specialist II in Nevada State service. *(See Special Requirement)*

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

**General knowledge of:** casework methods and psychological terminology and diagnosis. **Knowledge of:** court orders, consent decrees and institutional procedures to ensure compliance; methods used and problems involved in supervision and adjustment of prison offenders. **Ability to:** coordinate staff assignments and prioritize tasks; analyze problems, situations, practices and procedures to identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; negotiate, exchange information and opinions with others to formulate policies and programs conclusions or solutions; establish and maintain reference and record files, with clear audit trails for accountability; *and all knowledge, skills and abilities required at the lower levels.*

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

**Knowledge of:** the purpose, activities and mission of the department as applied to supervising the program areas. **Ability to:** interpret, apply and promulgate institutional procedures, post orders, administrative regulations, Nevada Revised Statutes and consent decrees; perform the duties of the Associate Warden of Programs in his/her absence; accept equivocal circumstances and take action where answers to problems are

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### MINIMUM QUALIFICATIONS (cont'd)

#### CORRECTIONAL CASEWORK SPECIALIST III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd)  
not readily apparent; supervise professional personnel which includes delegating responsibilities, training staff, evaluating the effectiveness of subordinates, and administering necessary discipline.

#### CASEWORK SPECIALIST II

EDUCATION AND EXPERIENCE: Graduation from high school and five years experience in a correctional, parole and probation or comparable setting conducting casework services and investigations and preparing detailed reports for the purpose of rehabilitation, program development, and program services of clients or the institutional classification and disciplinary process of inmates; **OR** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social work, public administration or closely related field and three years experience as described above; **OR** Master's degree with specialization in criminal justice, psychology, sociology, social work, public administration or closely related field and two years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Correctional Casework Specialist I in Nevada State service. (*See Special Requirement*)

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

**Ability to:** manage and be a resource for the inmate and/or department for the resolution of problems, both internal and external; act decisively on administrative decrees by recording and transmitting information in an authoritative and professional manner; *and all knowledge, skills and abilities required at the lower levels.*

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

**Knowledge of:** classification related to the treatment prescribed for Mental Health Unit services. **Ability to:** accurately interpret information regarding inmate history and sentence structure to complete appropriate departmental forms; represent the department in community and oral group presentations to provide information regarding the department, policy or procedures; work under limited supervision; act appropriately to potential inmate problems which may affect the security of the facility.

#### CORRECTIONAL CASEWORK SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school and four years experience in a correctional, parole and probation or comparable setting conducting casework services and investigations and preparing detailed reports for the purpose of rehabilitation, program development, and program services of clients or parolees and probationers or the institutional classification and disciplinary process of inmates; **OR** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social work, public administration or other related field and two years experience as described above; **OR** Master's degree with specialization in criminal justice, psychology, sociology, social work, public administration or closely related field and one year of experience described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Correctional Casework Specialist Trainee in Nevada State service. (*See Special Requirement*)

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

**Knowledge of:** outside law enforcement agencies as they relate to inmate status; criminal and administrative law with regard to due process and NRS; cultural and ethnic differences as applied to the incarceration and program placement of inmates; symptoms and causes of deviant emotional or psychological behavior; principles, procedures and techniques of inmate classification and parole planning in correctional institutions. **Ability to:** apply casework principles appropriate to an institutional environment; speak with inmates of various social, cultural, economic and educational backgrounds; establish and maintain effective working relationships; interpret and evaluate inmate records; perform a variety of duties, often changing from one task

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### MINIMUM QUALIFICATIONS (cont'd)

#### CORRECTIONAL CASEWORK SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
to another of a different nature under frequent interruptions, distractions and in the presence of hostile/irate inmates in an institutional setting; maintain a professional demeanor in the face of resistance, indifference, or hostility; prepare and proofread completed forms, documents and reports according to department policy and procedure; monitor and evaluate inmate's program activities and progress; evaluate the merits of disciplinary charges and act in accordance with department policy and directives; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Knowledge of:** purposes, functions and regulations of the Division of Parole and Probation as it relates to the preparation of Parole Board reports for incarcerated individuals; effects of substance use and abuse; institutional procedures, administrative regulations, Nevada Revised Statutes, consent decrees, and court decisions as applied to the classification of inmates within assigned institution; all housing areas and specialized housing units within assigned facility to accommodate the needs of assigned inmates and ensure proper placement. **Ability to:** prioritize information and judge what information should be passed on to different levels of management; identify inmate problems or issues to alleviate tension or conflict; communicate effectively with co-workers and inmates to maintain open channels of communication; identify and utilize community referral resources; appraise situations and arrive at logical objective and appropriate conclusions; compute work time credits and projected expiration date of incarceration; maintain an inmate records system according to institutional policy and procedure; execute policy and procedure regarding disciplinary action, classification and security decisions; perform the duties of custody personnel upon request of supervisor; communicate Parole Board decisions and findings to parole candidates in a manner consistent with the inmate's release; analyze and interpret problems involved in the supervision and institutional adjustment of prison inmates, procedural guidelines and consent decrees.

#### CORRECTIONAL CASEWORK SPECIALIST TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school and three years experience in a correctional, parole and probation, or comparable setting conducting casework services and investigations and preparing detailed reports for the purpose of rehabilitation, program development, and program services of clients or parolees and probationers, or the institutional classification and disciplinary process of inmates, parolees, and probationers; **OR** Bachelor's degree from an accredited college or university; **OR** four years of journey level Correctional Officer experience in Nevada State service performing post assignments requiring substantial interaction with inmates such as serving on disciplinary committees, or working in lockdown units, general population units, etc.; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**Ability to:** write concise, logical, grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and to explain policy; obtain and record information quickly and accurately; work as part of a team; convey accurate and precise data in a timely manner within established time frames; secure facts by personal contact and observation and checking records; interpret laws, rules, regulations and procedures for compliance; deal effectively with inmates of various social, cultural, economic and educational backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Knowledge of:** institutional procedures, administrative regulations, Nevada Revised Statutes, consent decrees, and court decisions as applied to the classification of inmates within assigned institution; all housing areas and specialized housing units within assigned facility to accommodate the needs of assigned inmates and ensure proper placement; criminal and administrative law with regard to due process and Nevada Revised

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL CASEWORK SPECIALIST TRAINEE (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd)  
 Statutes; cultural and ethnic differences as applied to the incarceration and program placement of inmates; symptoms and causes of deviant emotional or psychological behavior; principles, procedures and techniques of inmate classification and parole planning in correctional institutions outside law enforcement agencies as they relate to inmate status. **Ability to:** apply casework principles appropriate to an institutional environment; establish and maintain effective working relationships; interpret and evaluate criminal history records; perform a variety of duties, often changing from one task to another of a different nature under frequent interruptions, distractions and in the presence of hostile/irate inmates in an institutional setting; maintain a professional demeanor in the face of resistance, indifference, or hostility prepare and proofread completed forms, documents and reports according to department policy and procedure; monitor and evaluate program activities and progress; evaluate the merits of disciplinary charges and act in accordance with department policy and directives.

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 series.

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|--------------|---------------|---------------|---------------|---------------|
| ESTABLISHED: | 12/1/65       | 11/1/66       | 7/16/64       | 11/1/66       |
| REVISED:     | 11/1/66       |               | 11/1/66       |               |
| REVISED:     |               |               |               | 2/26/76       |
| REVISED:     | 1/7/83        | 1/7/83        | 1/7/83        |               |
| REVISED:     | 1/30/87-3     | 1/30/87-3     | 1/30/87-3     |               |
| REVISED:     | 7/1/91P       | 7/1/91P       | 7/1/91P       | 7/1/91P       |
|              | 7/6/90PC      | 7/6/90PC      | 7/6/90PC      | 7/6/90PC      |
| REVISED:     | 11/15/91PC    | 11/15/91PC    | 11/15/91PC    |               |
| REVISED:     |               |               |               | 2/20/92PC     |
| REVISED:     | 1/13/95UC     | 1/13/95UC     | 1/13/95UC     | 1/13/95UC     |
| REVISED:     | 6/9/95UC      | 6/9/95UC      | 6/9/95UC      | 6/9/95UC      |
| REVISED:     | 1/1/01LG      | 1/1/01LG      | 1/1/01LG      | 1/1/01LG      |
| REVISED:     | 7/1/01LG      | 7/1/01LG      | 7/1/01LG      | 7/1/01LG      |
| REVISED:     | 7/1/05LG      | 7/1/05LG      | 7/1/05LG      | 7/1/05LG      |
| REVISED:     | 8/24/05R      | 4/4/06UC      | 4/4/06UC      | 4/4/06UC      |
|              | 4/4/06UC      |               |               |               |