

## EDITED KSAPC LISTING

**CLASSIFICATION: Correctional Counselor I (9904)**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of grammar, spelling and correct usage of written and oral communication to perform essential functions.
K2.	Basic knowledge of correctional casework procedures to maintain an ongoing caseload.
K3.	Basic knowledge of the range of normal and abnormal human behavior to identify unusual behavior.
K4.	Basic knowledge of policies and procedures of custody to maintain safety and security of the institution.
K5.	Basic knowledge of problems involving inmate adjustment to an institutional setting.
K6.	Basic knowledge of various gangs, including gang memberships, interaction between gangs, special housing considerations and the associated potential dangers to staff and inmates to prevent criminal behavior.
K7.	Basic knowledge of cultural differences and perspectives of the inmates to effectively evaluate program needs.
K8.	Comprehensive knowledge of contributing factors related to criminal patterns and behavior to evaluate program needs.
K9.	Basic knowledge of group processes and dynamics to be used in group settings.
K10.	Basic knowledge of simple arithmetic to perform various job duties.
K11.	<b>Basic knowledge of interviewing to gathering information.</b>
K12.	<b>Basic knowledge of purposes and methods of discipline as applied to persons in custody.</b>
K13.	<b>Basic knowledge of proper use and care of firearms/weapons to safely operate equipment.</b>
K14.	<b>Basic knowledge of computer operation to perform essential functions of assignments.</b>
K15.	<b>Basic knowledge of conflict management techniques to defuse threats.</b>
K16.	<b>Basic knowledge of self-defense to preserve personal safety.</b>
K17.	<b>Basic knowledge of effective listening technique to gather information.</b>
K18.	<b>Basic knowledge of the behavioral characteristics of a violent offender to prevent injury and preserve safety.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Write comprehensive, complete, clear and concise reports.
A2.	Utilize oral and written language to communicate effectively with inmates, staff and the public.
A3.	Establish a rapport with inmates and staff to maintain safety and security of the institution.
A4.	Organize and prioritize work to efficiently perform essential duties.
A5.	Meet deadlines to ensure compliance with departmental expectations.
A6.	Deal tactfully/diplomatically with sensitive issues to maintain safety and security of the institution.
A7.	Evaluate situations accurately and take effective action to maintain safety and security of the institution.
A8.	Deal effectively with a high volume of work to efficiently perform essential duties.
A9.	Obtain specific information from an inmate during an interview to efficiently perform essential duties.
A10.	Work under pressure to efficiently perform essential duties.
A11.	Respond effectively to emergency situations to maintain safety and security of the institution.
A12.	Work independently to efficiently perform essential duties.
A13.	Maintain control of the interview process with an inmate to efficiently perform essential duties.
A14.	Interpret institutional and departmental policies, rules and regulations to ensure proper classification of inmate.
A15.	Adjust to changes in assignments to efficiently perform essential duties.
A16.	Work with a team of people from a variety of occupations and professions to achieve departmental goals.
A17.	Motivate an inmate toward specific goals to prepare for reintegration into society.
A18.	Recognize and handle dangerous situations for inmates and staff to maintain safety and security of the institution.
A19.	<b>Follow the rules and regulations of the Department and institution accordingly to maintain safety and security of the institution.</b>
A20.	<b>Follow chain of command accordingly to ensure proper channels of communication.</b>
A21.	<b>Operate departmental personal safety equipment and firearms safely and effective to maintain safety and security of the institution.</b>
A22.	<b>Analyze situations accurately and adopt an effective course of action to maintain safety and security of the institution.</b>
A23.	<b>Make sound decisions in high stress situations effectively to maintain safety and security of the institution.</b>
A24.	<b>Multitask in various situations effectively to ensure productivity.</b>

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristic to:</i></b>	
PC1	<b>Emotional maturity and stability to provide effective leadership in stressful situations.</b>
PC2	<b>Satisfactory record as a law abiding citizen to maintain a positive public image.</b>
PC3	<b>Good personal and social adjustment for correctional work to maintain professionalism within the workplace.</b>
PC4	<b>Neat personal appearance to demonstrate professionalism within the workplace.</b>
PC5	<b>Courage during dangerous and stressful situations.</b>
PC6	<b>Demonstrate tact with others.</b>
PC7	<b>Alertness to be aware of your environment and be able to respond to emergency situations.</b>
PC8	<b>Self-motivated to perform tasks with limited supervision.</b>