

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **ADMINISTRATIVE REVIEW SPECIALIST**

### **Basic Purpose:**

Positions in this job perform professional level work for the Administrative Review Authority (ARA) and the General Counsel's office reviewing and responding to offender disciplinary and grievance appeals ensuring that facilities are in compliance with departmental policies, procedures and applicable laws.

### **Typical Functions:**

- Reviews and researches offender disciplinary actions and appeals to ensure that facilities are in compliance with disciplinary procedures and that the offender received equitable treatment and due process in accordance with agency procedures and applicable laws; ensures and determines that offenders have properly filed a misconduct appeal in compliance with department policy and have exhausted administrative remedies.
- Reviews and researches offender grievance appeals ensuring that the facilities' response is in compliance with agency policy, procedures and applicable laws; ensures and determines that offenders have properly filed a grievance and/or appeal in compliance with department policy and have exhausted administrative remedies; maintains the department's offender grievance restriction list.
- Provides reports, documentation and prepares affidavits for the General Counsel's office pertaining to misconducts and grievances in litigation.
- Provides information and responses to departmental administrators, legislators, other agencies, attorneys, the public and offenders.
- Interprets and advises department personnel on disciplinary and grievance procedures; provides disciplinary and grievance procedure training to facility staff.
- Participates in the department's policy review of disciplinary and grievance procedures.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**ADMINISTRATIVE REVIEW SPECIALIST**

**Knowledge, Skills, and Abilities:**

Knowledge of department disciplinary or grievance policies, procedures, and the principles of due process; of basic research techniques; to exercise good judgment in analyzing situations and making decisions; the ability to write clear and detailed reports and responses; knowledge and skill in the use of appropriate information technology; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to prioritize assignments and adhere to deadlines.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) years of professional correctional experience; or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and two (2) years of professional correctional experience with a focus in offender disciplinary or grievance procedures.