

# PRISONERS' RIGHTS INVESTIGATOR EVALUATION

## CASE MANAGEMENT AND EVALUATION

1. Receives, reviews and prioritizes new cases in a timely manner.
2. Able to identify and summarize interpersonal issues facing clients.
3. Able to identify and summarize legal issues facing clients.
4. Able to analyze, evaluate, and summarize large amounts of documentary evidence.
5. Able to assist clients with accessing and coordinating community services and other services that address client's needs.
6. Able to handle a difficult and demanding caseload.
7. Responds to telephone calls and other inquiries in a timely manner.
8. Able to prepare materials in a timely manner.

## INVESTIGATION SKILLS

1. Demonstrates thorough knowledge of investigative principles and techniques.
2. Demonstrates thorough knowledge of interview techniques.
3. Able to prepare clear and concise, or detailed and complex reports.
4. Able to prepare graphics or other documentation for exhibition.
5. Able to skillfully operate equipment such as cameras and tape recorders.
6. Able to think on his/her feet.
7. Able to gather, analyze, and interpret client and case information.

## LEGAL KNOWLEDGE

1. Demonstrates thorough knowledge of DOC practices, rules and procedures.
2. Demonstrates considerable knowledge of Vermont criminal law.
3. Demonstrates working knowledge of applicable state and federal laws.
4. Able to research, read, and interpret laws, regulations and caselaw of considerable complexity.
5. Able to draft legal documents such as subpoenas.
6. Able to present testimony at legal or administrative hearings.

## PROFESSIONALISM

1. Demonstrates professional demeanor.
2. Well-prepared for interviews, meetings, and court appearances.
3. Able to establish and maintain effective working relationships.
4. Performs job functions with tact and discretion.
5. Able to communicate effectively both orally and in writing.
6. Demonstrates paramount concern for the legal rights of clients.
7. Able to work effectively as a team member with other staff.
8. Able to work well independently and exercise initiative.