

Class Concept

This is professional work providing administrative and managerial oversight. Employees manage all aspects of a special operations program to include project development, studies, planning, benchmarks, measurements, evaluations and adjustments, recommendations, and implementation. Employees are project experts providing leadership and instructions to train or facilitate change to ensure uniformity in application of standards and processes. Employees may have oversight of operations such as critical incidents, reentry services, and evidence-based practices.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and administration of project management.
- Thorough knowledge of Community Correction policies and procedures
- Thorough knowledge in the area of community corrections, probation, parole, and post-release including, but not limited to, structured sentencing, criminal law and statutory guidelines.
- Working knowledge of court procedures, operational procedures of law enforcement agencies and officials, characteristics of various socio-economic populations and community resources.
- Skill in crisis management.
- Skill in establishing rapport with the citizens of North Carolina.
- Skill in using automated systems and applicable software programs.
- Ability to delegate and foster teamwork.
- Ability to analyze problems, develop legally acceptable solutions and express oneself clearly in oral and written form.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, Human Services, or related field from an appropriately accredited institution and three years of experience in Probation/Parole work, or an equivalent combination of education and experience.