

Class Concept

This is administrative and managerial work assisting in directing the activities of Community Corrections. This employee will directly supervise the Judicial Division Administrators who manage the four (4) Judicial Divisions responsible for all the Judicial Districts statewide for the Department of Public Safety. Employee is responsible for the development, implementation, analysis and on-going evaluation of field operations and offender supervision. Employee directs the staff in assigned areas and authorizes special initiatives at the central administrative level. Work involves providing direction related to a wide variety of policies including offender supervision, officer safety, public safety, program services, special operations, and human resources. Employee ensures consistency and accountability of field operations through performance analysis, operational data reviews and operational audits. Employee oversees the implementation and use of evidence based practices within offender management and supervision. Employee will perform the responsibilities of the Division Director in his/her absence. Employee will respond to inquiries from the Governor's Office, General Assembly Staff, Legislators, Judges, the Secretary's Office, and management in the Division of Community Corrections. The employee will represent the Director and Division at various committee and counsel meetings.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of state policy and legal requirements that impact Division operations including the Interstate Compact Act and the N.C. General Statutes.
- Thorough knowledge of the objectives of Community Corrections' programs.
- Thorough knowledge of Division operations.
- Considerable knowledge of governmental processes including knowledge of court operations, budgeting and personnel procedures is required.
- Ability to establish and maintain effective working relationships with Court Officials, the general public, management, supervisors and co-workers.
- Ability to express oneself clearly in oral and written form, with frequent public speaking required.
- Ability to conduct meetings.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, Public Administration, Human Services, or related work from an appropriately accredited institution and five year of experience as a consultative Senior Division of Community Correction Program Administrator; or two years of experience as a Judicial District Manager or higher; or an equivalent combination of education and experience.