

### Class Concept

Work in this class involves supervising and directing custody staff at minimum-custody facilities, with up to 300 inmates, and typically less than 100 staff. Employees are part of the management team and may supervise food service and maintenance. The majority of inmates leave the facility for work release, DOT road crews, litter crews, and community work assignments with local governmental agencies. The increased inmate movement requires additional custody supervision of inmates, especially during the processing of inmates leaving and returning to the facility. Provides oversight and management of inmate transportation and intake into the facility, as well as the transfer of inmates to other prison facilities. Positions work closely with the inmate disciplinary process. Positions may act in place of the supervisor as needed, and has approval authority over medical, expenditures, and human resources decisions in their absence.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of inmate custody and program management in correctional settings.
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation.
- Thorough knowledge of departmental rules, policies and procedures concerning the custody, care and treatment of inmates.
- Thorough knowledge of the principles of administration involved in operating a correctional facility.
- Thorough knowledge of security threat groups.
- Thorough knowledge of community resources available to inmates.
- Thorough knowledge of effective management and supervision practices.
- Basic knowledge of human psychology applicable to an inmate population.
- Skill in motivating, coaching and leading employees.
- Skill in effective communication with a wide variety of employees and inmates.
- Ability to think clearly and act appropriately during emergencies or other non-routine events.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of supervisory, administrative or consultative experience in corrections or related work; or

High school or General Educational Development (GED) diploma and three years of experience at or above the Correctional Lieutenant level; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.