

### Class Concept

These positions are found at medium and close-custody institutions. This class may also be found at prisons with multiple custody levels at one facility. At facilities with multiple custody levels, each custody level is managed and operated independently.

At medium-custody institutions or medium-custody additions, positions are responsible for the oversight of 500-700 inmates and 200-360 employees. The majority of the inmate jobs are performed on site such as: maintenance, kitchen, or janitorial. There is significantly less inmate movement away from the facility on a routine basis. The majority of the facilities have restrictive housing. Positions may supervise Correctional Captains and/or Correctional Housing Unit Managers and report directly to a Correctional Facility Superintendent.

At very large close-custody institutions with over 1000 inmates and over 350 employees, positions may provide management oversight of restrictive housing units, including super-max, and review inmates for placement, continuation, promotion, and release from restrictive housing. Employees are directly involved with hiring, disciplining, coaching, and training of employees. Employees work closely with front-line supervisors to provide guidance and direction on prison policies and procedures. Positions are routinely involved with inmate housing assignments to include differing security levels of housing assignments and restrictive housing. These sized prisons typically offer a large variety of programs and services to the inmate population or serve a specialized population. Positions in this role supervise a larger number of staff than is seen at the Correctional Assistant Superintendent I or II levels and report to a Correctional Assistant Superintendent V.

### 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 the principles of administration involved in operating a state correctional facility.
- Thorough knowledge of restrictive housing policies and procedures.
- Thorough knowledge of security threat groups.
- 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 two years of supervisory, administrative or consultative experience in corrections or related work; or

High school or General Educational Development (GED) diploma and four 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.