

Class Concept

Work in this class involves assisting the Correctional Facility Administrator in the management and operations at medium-custody institutions with over 700 inmates and over 350 staff. Positions typically supervise a larger number of staff than is seen at the Correctional Assistant Superintendent I, II, or III levels. The majority of these facilities have Enterprise operations which require strong custody oversight when inmates are performing enterprise duties. Positions may provide management oversight of restrictive housing units, including super-max, and review inmates for placement, continuation, promotion, and release from restrictive housing. At this custody level there is a larger sized population assigned to restrictive housing, which indicates the increased behavior issues seen with inmates. These mediumcustody institutions are also recognized with having broader missions to include: substance abuse treatment, medical, diagnostic center processing, or Enterprise operations. Employees are directly involved with hiring, disciplining, coaching, and training of employees.

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 three years of supervisory, administrative or consultative experience in corrections or related work; or

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