

### Class Concept

Employees in this class are involved in the planning, supervision, and coordination of activities at a minimum-custody facility and supervise Correctional Lieutenant I's. Employees may serve as an Officer-in-Charge. Employees follow security policies and procedures, perform on-the-job training, assign and supervise custody staff, and coordinate the administrative affairs within the facility. Positions are responsible for the daily management of inmates that may be in the community for extended periods of time for various community work assignments. Positions typically report to a Correctional Assistant Superintendent.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a correctional facility.
- Working knowledge of principles of administration involved in various functional activities in correctional facilities.
- Working knowledge of the use and maintenance of firearms.
- Ability to plan, coordinate, and supervise the work of subordinate employees.
- Ability to think clearly and act quickly and efficiently in an emergency.
- Ability to prepare, review, and follow oral and written instructions.

#### Minimum Education and Experience

High school or General Education Development (GED) diploma and two years of experience as a Correctional Lieutenant; 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.