

Class Concept

Employees in this class are involved in the planning, supervision, and coordination of activities in a medium-custody facility or institution and supervise Correctional Lieutenant II's. Employees follow security policies and procedures, perform on-the-job training, assign and supervise custody staff, and coordinate administrative affairs within the facility. Employees serve as shift supervisors of mid to large sized medium-custody prison facilities or institutions and may serve as an Officer-in-Charge. Positions are responsible for the daily management of off-site activities when inmates are in the community for extended periods of time. Positions supervise more employees than the Correctional Captain I and supervise inmates in facilities that may include restrictive housing. Positions typically report to a Correctional Assistant Superintendent.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a correctional facility or institution.
- Thorough knowledge of principles of administration involved in various functional activities in a correctional facility or institution.
- Thorough 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 six months of experience as a Correctional Lieutenant, or two years of experience as a Correctional Lieutenant II; 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.