

Class Concept

Employees in this class are involved in the planning, supervision, and coordination of activities at a close custody institution and supervise Correctional Lieutenant III'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 may serve as the Officer-in-Charge. Position supervises more employees than the Correctional Captain I or II in institutions that typically include restrictive and controlled 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 institution.
- Thorough knowledge of principles of administration involved in various functional activities in correctional institutions.
- 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 explicitly.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and three years of experience as a Correctional Lieutenant, or two years of experience as a Correctional Lieutenant III; 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.