

Class Concept

Work in this class involves serving as the second-in-command at Central Prison (CP) or the North Carolina Correctional Institution for Women. Positions report to the Correctional Prison Warden and are directly responsible for the custody, operations, food service, maintenance, programs and transportation of inmates. NCCIW houses the largest female inmate population in the state and serves as the support facility for the state's other six female prisons. NCCIW houses female inmates in all custody levels including minimum, medium, close, death row, and safe keepers, providing the primary medical, mental and alcohol and chemical dependency treatment for female inmates. CP, houses adult male felons sentenced to 20 years or more, and serves as the main medical and mental health center for male inmates. CP serves a specialized population including death row and safe keepers. Both institutions house long term segregation populations covered by separate standard operating procedures. Employees assist the Prison Warden in the planning and management of overall operations of a close custody facility.

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, including placement, continuation, promotion, and release from restrictive housing.
- 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 four years of supervisory, administrative or consultative experience in corrections or related work; 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.