

Class Concept

Positions in this class provide technical and administrative supervision to Correctional Case Analysts and support staff in diagnostic centers located throughout the State prison system. Staff performs the process of admitting, orienting, interviewing, testing, recording, and making specific recommendations on each inmate committed into the prison system. Positions assign cases to staff and coordinate schedules with various clinics. Positions are also responsible for coordinating diagnostic center operations with the prison superintendent if the center is located at a prison unit or youth center, and with the custody administration of the divisional complex, geographic area, or institution it serves.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Working knowledge of rules, regulations, and policies relating to inmate custody and treatment.
- Thorough knowledge of psychological test procedures, standard test forms, and devices used in ascertaining intelligence, aptitude, personality and other related psychological traits.
- Thorough knowledge of interviewing techniques and principles.
- Skill in supervising and managing a program operation.
- Ability to make personality evaluations and appraisals in regard to a person's reactions to the testing and interviewing situations.
- Ability to communicate effectively with inmates to obtain pertinent data.
- Ability to express oneself clearly, tactfully, and concisely in oral and written form.

Minimum Education and Experience

Bachelor's degree in a human services field from an appropriately accredited institution and two years of experience as a Correctional Case Analyst; 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.