

Class Concept

Work in this class involves assisting in planning, supervising, and coordinating activities in a minimum-custody facility. Employees supervise Correctional Sergeant I's. Employees may serve as the Officer-In-Charge (OIC) in the absence of the Correctional Captain. Employees assist in planning and supervising personnel actions, administrative affairs, officers' work schedule and coordinating activities involving the discipline, security, and the welfare of the inmate population. Employee's responsibilities are primarily custodial in nature serving as shift supervisor. Positions report to a Correctional Captain I or an Assistant Correctional 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.
- Skilled in the performance of searches of persons, places, and objects.
- Skilled in emergency response procedures. 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 Educational Development (GED) diploma and two years of experience as a Correctional Sergeant; 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.