

Class Concept

Work in this class involves assisting in planning, supervising, and coordinating activities in a medium custody facility or institution. Employees serve as first-line supervisors of Correctional Sergeant II's. Employees may serve as Officer-in-Charge in absence of the Correctional Captain. Employees may assist with personnel actions, administrative affairs, and officers' work schedule and coordinate activities involving discipline, security, and the welfare of the inmate population. Employee's responsibilities are primarily custodial in nature serving as shift supervisor. This level is distinguished from Correctional Lieutenant I based on increased staffing totals, larger inmate population totals and the complexity of the facility operation which may include some restrictive housing. There are also more critical decisions because the inmates are more difficult to manage. Employees typically report to a Correctional Captain II.

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 correctional facilities.
- Thorough 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 six months of experience as a Correctional Sergeant, or two years of experience as a Correctional Sergeant II; 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.