

### Class Concept

Work in this class involves assisting in planning, supervising, and coordinating activities in a close-custody institution. Employees supervise Correctional Sergeant III's and may serve as the Officer-in-Charge in absence of the Captain. Employees assist in planning and supervising personnel actions, administrative affairs, officers' work schedules and coordinating activities involving discipline, security, and the welfare of the inmate population. Employees' responsibilities are primarily custodial in nature serving as an assistant shift supervisor because of the large staffing structure. This level is distinguished from Correctional Lieutenant II based on increased staffing totals, supervision for the most dangerous and non-compliant inmates, larger inmate population totals and the complexity of the facility operation which generally includes restrictive and controlled housing. Employees typically report to a Correctional Captain III.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a correctional facility.
- 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 three years of experience as a Correctional Sergeant, or two years of experience as a Correctional Sergeant III; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Must be eligible for certification by the N.C. Criminal Justice Education and Training and Standards Commission.