

Class Concept

Positions plan, direct and coordinate the total operations at either the North Carolina Correctional Institution for Women (NCCIW), the state's only maximum security prison for female offenders, or Central Prison (CP), the state's only maximum security prison operation for males. Due to the unique nature of CP, employee is required to manage a variety of public relations matters which are often very sensitive. CP and NCCIW are the only close-custody institutions that house death row offenders. NCCIW houses all of the pregnant inmate population. Both institutions have death row, safe keepers, protective custody, mental health, medical, pre-sentence diagnostic, long term segregation, and maximum security inmates. The population size for these facilities routinely exceeds 1000 inmates.

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 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.
- Ability to effectively communicate 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 five 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.