

Class Concept

This is supervisory and administrative work as Executive Officer in the Highway Patrol. Position assists the Patrol Commander by performing special assignments and coordinating the activities of the various sections within the Highway Patrol and other state and federal agencies. Positions serve as legislative and public relations liaison. Work assignments are received from the Colonel and performance is evaluated through the effectiveness of assignments completed.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina Motor Vehicle Act.
- Thorough knowledge of the operating policies and procedures of the Highway Patrol.
- Ability to effectively present information in writing and verbally.
- Ability to establish and maintain effective working relationships with the public, governmental officials, and Patrol personnel.

Minimum Education and Experience

High School or General Educational Development (GED) diploma, supplemented by extensive training in police methods and procedures and considerable supervisory and administrative experience; or an equivalent combination of education and experience.

Necessary Special Qualifications

- Possession of a valid North Carolina driver's license.
- Certification as a Law Enforcement Officer in accordance with the provisions of North Carolina Criminal Justice Education & Training and Standards Commission.