

Class Concept

Professional position that will plan, manage, and coordinate administrative and programmatic operations for special offender populations statewide. Position reports to the Deputy Director of Community Corrections and provides oversight to the following sections which provide services statewide to Community Corrections field staff and the public: Interstate Compact (ISC), Special Operations (sex offender management and EHA), Post Release and Parole Supervision and Drug & Alcohol Residential Treatment Center (DART). The position is responsible for statewide development, implementation, analysis and on-going evaluation of operations and quality assurance involving the special offender population. This position must be able to interpret court rulings and North Carolina General Statutes pertaining to the special populations as well as be familiar with Federal ISC laws. This position is assigned managerial responsibility for the supervisors of each of the listed sections and oversees the daily operations of these sections and oversees the daily operations of these sections comprising as many as 75 employees. This position ensures the special population sections under their supervision, provide support to the Community Corrections field staff, Prisons, and other stakeholders.

The position acts as leadership in the ongoing development of residential facilities and reentry services; is responsible for reviewing statutes and recommending proposed changes and enhancements regarding sex offenders, electronic monitoring technology and reentry; assisting with drafting policy which results from the legislative changes and following the national trends with respect to special populations; ensuring that supervision strategies are developed and provided to field staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough program experience related to the area of assignment to include Interstate Compact, Sex Offender Management, Electronic House Arrest, Post Release and Parole Supervision and residential facilities.
- Extensive knowledge of state policy and procedures, federal and state laws that impact Community Correction's operations.
- Knowledge of personnel policies related to federal and state laws as well as state and department policy and procedure.
- Ability to establish and maintain effective working relationships with a variety of stakeholders to include court officials, law enforcement officers, the public, management, and staff.
- Ability to operate a motor vehicle legally and safely for job related purposes.
- Ability to communicate effectively both orally and in writing, conduct presentations, perform public speaking, and conduct meetings.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, Correctional Services, Psychology, Social Work or other related human services field from an appropriately accredited institution and four years of experience in either of the following roles: probation/parole officer or corrections administrator in a technical or administrative capacity involving the application and interpretation of policies and the development of procedures in assigned areas. In addition, one year of experience is required in any of the following roles: Chief Probation and Parole Officer, Corrections Supervisor or Corrections Program Administrator in a consultive capacity; or an equivalent combination of education and experience

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education and Training Standards Commission.