

HIGHWAY PATROL LIEUTENANT COLONEL

DESCRIPTION OF WORK

This is supervisory and administrative work as Executive Officer in the Highway Patrol. Employee assists the Patrol Commander by performing special assignments and coordinating the activities of the various sections within the Highway Patrol. Work includes coordinating Patrol activities with other State and federal agencies. Work assignments are received from the Colonel and performance is evaluated through the effectiveness of assignments completed.

EXAMPLES OF DUTIES PERFORMED

Assists the Patrol Commander in performing all administrative and operational functions of the organization.
Coordinates the work of the two Zone Operations Sections, the Administrative Services Section and the Communications and Logistics Section.
Prepares proposed legislation and serves as legislative liaison officer.
Makes news releases, and coordinates public relations and public information programs.
Develops and coordinates special projects as directed by the Patrol Commander.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the Motor Vehicle Laws of North Carolina.
Thorough knowledge of the operating policies and procedures of the 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

Graduation from high school, supplemented by extensive training in police methods and procedures and considerable supervisory and administrative experience; or an equivalent combination of education and experience.

Special Necessary Qualification

State employees engaged in "law enforcement work", as defined by State Statute, are subject to and must meet the applicable education, employment, and training standards as defined and established by the N. C. Criminal Justice Training Standards Act and administered through the N. C. Criminal Justice Training and Standards Council.