

LEAD CORRECTIONAL OFFICER

DESCRIPTION OF WORK

Work in this class involves the custody and supervision of inmates outside the confines of the correctional facility.

Employees function as the officer-in-charge of a group of inmates during transfer and work activities. Duties are characterized by independent decision making, within established guidelines and procedures, due to the physical separation from supervisory personnel. Work also usually involves the direction of other officers during these work details and transfer operations. Work is performed under general supervision from a higher level correctional supervisor.

EXAMPLES OF DUTIES PERFORMED

Drives transfer bus to pick-up and discharge inmates at different points on an assigned route and schedule; transports inmate records and delivers to the receiving unit; and delivers interoffice mail.

Provides custody supervision for an inmate squad involved in maintenance and clean up activities along the state's highways.

Enforces rules and regulations for safety, health, and protection of inmates.

Participates in recapturing escapees.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of the methods and procedures of discipline and rehabilitation of inmates assigned to the state correctional system.

General knowledge of departmental regulations and procedures.

Working knowledge of the use and maintenance of firearms.

Ability to act quickly in responding to an emergency.

Ability to direct and supervise inmates.

Ability to follow oral and written instructions.

Minimum Education and Experience

Graduation from high school and one year of experience in inmate custody or law enforcement work; or an equivalent combination of education and experience.

Necessary Special Qualifications

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