

CORRECTIONAL LIEUTENANT

Work in this class involves assisting in planning, supervising, and coordinating activities in a state corrections facility.

Employee's responsibilities are primarily custodial in nature in serving as assistant shift supervisor in a large facility, as shift supervisor in a medium-size facility, or as the assistant superintendent in a small facility. Employee may be responsible for assisting in planning and supervising personnel actions, administrative affairs, officers' work schedule and coordinating activities involving discipline, security, and the welfare of the inmate population. Work is performed in accordance with the departmental regulations and established procedures and supplemented instructions are received through the established chain of command.

EXAMPLES OF DUTIES PERFORMED

Coordinates actions such as employee leave and vacation, reviewing applications for employment, monthly reports, inmate problems, and other activities relative to a corrections facility.

Makes tours of cellblocks and other building, grounds, and posts to ascertain that officers are alert, that discipline is being maintained, and that assignments are carried out properly.

Assists in planning, supervising, and coordinating work assignments and schedules for inmates and employees. Receives incoming telephone calls and gives out requested information concerning departmental regulations and procedures; connects callers with proper authority.

Assists in preparing requisitions for food items, clothes, and other supplies and equipment.

Prepares reports and recommendations on the custodial operations of the facility.

Assumes the duties and responsibilities of the superintendent in a field facility in his absence.

Serves on classification committee.

Performs other duties relative to the level of work described.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a state corrections facility.

General knowledge of principles of administration involved in various functional activities in state corrections facilities.

Considerable knowledge of the use and maintenance of firearms.

Ability to plan, coordinate, and supervise the work of subordinate employees.

Ability to inspire loyalty and respect from both subordinate employees and inmates.

Ability to think clearly and act quickly and efficiently in an emergency.

Ability to prepare, review, and follow oral and written instructions explicitly.

Minimum Training and Experience

Graduation from high school and two years of experience as Correction Sergeant; or an equivalent combination of training and experience.

Necessary Special Qualifications

Must be eligible for certification by the N.C. Criminal Justice Training and Standards Council.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.