

CORRECTIONS DEPUTY WARDEN

Nature of Work: Under general direction of the warden of a prison, acts as an ex officio captain of the guards. The duties shall be fixed by the warden; and in the absence of the warden, the deputy warden shall perform all the duties required of the warden. Performs related work as required.

Distinguishing Characteristics: Assists in the planning and management of a prison, and in the absence of the warden will assume the duties and responsibilities of that position.

Examples of Work

- Assists in establishing overall institutional goals and provides significant input into determining goals and determining overall operating needs, particularly involving custodial matters.
- Advises and helps plan training programs to complement the efficient operation of the institution. Recommends staff for advanced training.
- Provides input into continuing budget needs and projected maintenance and repair needs.
- Ensures policies and procedures are being followed in housing and transporting the varied custody level inmate population. Provides administrative and technical review through daily and weekly meetings with staff, review of written records and reports, and spot checks of work.
- Directs the entire operation of the prison in the absence of the Corrections Warden.

Knowledge, Skills and Abilities

- Knowledge of regulations and procedures established by the Division of Corrections.
- Knowledge of the principles of administration involved in operating a state correctional facility.
- Knowledge of the management techniques and the correctional policies governing inmate custody and rehabilitation.
- Knowledge of basic human psychology applicable to the inmate population.
- Ability to organize and supervise the activities of a large group of employees.
- Ability to establish and maintain an effective relationship with inmates, inmates' relatives, personnel, and the media.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to think clearly and act quickly and effectively during emergencies.

CORRECTIONS DEPUTY WARDEN (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in psychology, sociology, criminal justice, corrections, social work or closely related field.

Substitution: Professional management or administrative experience in a correctional setting may substitute for the required training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in administrative, supervisory, or consultative experience in corrections or related work.

Substitution: Master's Degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field may substitute for the required experience on a year-for-year basis.

Special Requirement: Must be bondable.

Established: 8/19/93
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