



# Assistant Warden

Salary Group: B24

Class Code: 4550

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u>  |
|--------------------|-------------------|---------------------|----------------------|
| ASSISTANT WARDEN   | 4550              | B24                 | \$59,004 - \$96,720  |
| WARDEN I           | 4551              | B26                 | \$69,415 - \$117,397 |
| WARDEN II          | 4552              | B27                 | \$76,356 - \$129,137 |

## GENERAL DESCRIPTION

Performs highly complex (senior-level) correctional and criminal justice administration work in a correctional facility. Work involves managing and overseeing correctional facilities; administering policies and procedures; and directing security, housing, and facility operations. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees operations at a state correctional facility, including the control and security of offenders; the administration and management of correctional staff; and the maintenance of equipment, property, and buildings.

Oversees the preparation, documentation, and reporting of offender work assignments and rehabilitation.

Oversees inspections of living accommodations for offenders to ensure proper sanitation and safety and recommends improvements when necessary.

Oversees building maintenance and improvements.

Coordinates and manages searches for escaped offenders.

Plans and directs procedures and practices relating to the security of offenders.

Responds to emergency situations; and plans and coordinates the placement of staff in the event of riots, escapes, and other emergencies.

Monitors staff and offenders to ensure compliance with policies, procedures, rules, and regulations.

Approves requisitions for materials and supplies.

Assists in implementing and reviewing policies and procedures related to housing, treatment, custody, and/or security programs for offenders.

Assists in planning the operation and labor force placement of the facility agriculture, offender treatment, building maintenance, construction, and industrial programs.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in correctional criminal justice and/or law enforcement work. Graduation from an accredited four-year college or university with major coursework in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the overall operation of correctional facilities; state and federal laws, rules, regulations, and statutes; correctional methods, techniques, practices, and procedures; and agency and departmental organizational structure, policies, procedures, rules, and regulations.

Skill in administrative problem-solving techniques and the use of a computer and applicable software.

Ability to prepare and maintain accurate records, files, and reports; to make decisions taking into consideration the health and safety of involved parties; to communicate effectively; and to supervise the work of others.