

## ASSISTANT WARDEN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class assists in directing the operations of a maximum detention facility or intermediate security, short-term correctional institution, or carries out significant operational duties in the Administrative Division of the department. The incumbent operates as second in command of the assigned division with particular emphasis placed on responsibility for custody, security and building maintenance functions. The incumbent must be available for emergency call at all times. Supervision is exercised over a substantial number of Correction Officers, supervisors, civilian personnel, and a substantial number of inmates. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises security maintenance, including the examination and repair of locks, bars and doors;

Supervises general building maintenance, repairs and painting;

Supervises housekeeping activities to ensure the cleaning of the institution and the conducting of inspections for compliance to standards;

Supervises key checks and inmate counts;

Reviews the tours of duty assignment insuring adequate staffing for all shifts;

Reviews the daily reports of Correction Officers;

Participates in quelling disturbances and restraining prisoners during periods of violence, severe illness or other crises;

Assists in investigating real and suspected disturbances and acts of violence;

Participates in the selection of new employees;

Participates in the Department of Correction personnel training program;

Assists in the interpretation of the program to visiting officials and civil groups;

Ensures security during visiting periods;

Monitors the removal of prisoners from one cellblock to another to enable regular maintenance and repair work;

Implements procedures for searching and confiscating contraband articles;

Consults with law enforcement officers regarding individual inmates;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

IN ADDITION, WHEN ASSIGNED TO ADMINISTRATION:

May conduct administrative, criminal and background investigations of staff and inmates on issues such as the misuse of firearms; sexual assault; trafficking of prison contraband; unlawful use of force, or deadly force, etc.; implements procedures for staff assisting in investigations;

May perform temporary, specialized assignments such as the implementation of standard operating procedures in relation to the construction and/or renovation of facilities;

May supervise and participate in the conduct of drug testing in compliance with departmental rules, regulations and procedures;

May assist local, state and federal agencies in conducting criminal investigations;

May testify at administrative, criminal and civil proceedings;

May investigate off-duty arrests of uniformed and civilian employees;

May administer the attendance policy for the department, including participating on the Attendance Review Board and preparing recommendations for those staff in violation of policies;

May manage job injury cases; including but not limited to, attending strategy meetings to assist in planning the department's course of action; reviewing medical documentation; tracking progress of cases; scheduling arbitration hearings, etc.;

May act as a liaison with local municipalities regarding prisoner transport.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of custody, security and building maintenance procedures in either a maximum or intermediate security detention unit or short term correctional institution; good knowledge of modern practices in correctional administration, to include theory and practice of penology; good knowledge of philosophy governing the operation of a maximum or minimum security correctional institution; knowledge of the New York State Correction Law and regulations skill in supervising both Correction Officers and inmates; ability to act promptly and calmly in emergencies; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; leadership; initiative; tact; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma, and five years experience where the primary function of the position was in the supervision of security and/or custodial activities of a large-scale correctional facility, two years of which must have been at the supervisory level.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree\* or Master's Degree\* may be substituted on a year for year basis for the above stated required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.