



# Assistant Warden/Warden

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSISTANT WARDEN	4550	B24	\$62,004 - \$101,556
WARDEN I	4551	B26	\$72,886 - \$123,267
WARDEN II	4552	B27	\$80,174 - \$135,594

## GENERAL DESCRIPTION

Performs correctional and criminal justice administration work in a correctional facility involving managing and overseeing correctional facilities; administering policies and procedures; and directing security, housing, and facility operations.

## EXAMPLES OF WORK PERFORMED

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

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

Oversees inspections of living accommodations for offenders to ensure proper sanitation and safety; 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; plans and coordinates placement of staff in riots, escapes, and other emergencies.

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

Approves requisitions, inventory, and issuance of materials, equipment and supplies.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, oversight, and authority; and the employee's related experience, education, and certifications. Other factors may include reporting relationships; placement in the organization; the level of security and size of the supervised facility; and the size, structure and classification of the supervised workgroup.*

*Employees at any level may serve in a lead or supervisor role; may perform the full range of work identified in the levels preceding their own, and/or oversee or coordinate that work for others.*

**ASSISTANT WARDEN:** Performs highly complex (senior-level) correctional and criminal justice administration work in a correctional facility. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**WARDEN I:** Performs advanced and/or managerial (senior-level) correctional and criminal justice administration work in a correctional facility. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct facility operations and labor force placement of facility agriculture, offender treatment, building maintenance, construction, and industrial programs; and coordinate facility activities with other facilities, departments, and agencies.
- Oversee the establishment and maintenance of custody, security, and control measures.
- Implement and evaluate policies and procedures related to housing, treatment, custody, and/or security programs for offenders.

**WARDEN II:** Performs highly advanced and/or managerial (senior-level) correctional and criminal justice administration work in a correctional facility. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## 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**

### **For all levels**

- 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.