

Job Details

ADC DCC Deputy Warden

Agency: Arkansas Department of
Community Correction
Office: NEC
Section: RESIDENTIAL SERVICES
Date Posted: 11/20/2018
Posting Expires: 12/04/2018

Summary

The Arkansas Department of Correction (ADC) / Department of Community Correction (DCC) Deputy Warden is responsible for directing facility operations in the absence of the correctional warden and for overseeing safety, sanitation, security, treatment, meal preparation, and chaplaincy programs. This position is governed by state and federal laws and agency policy.

Typical Functions

Supervises a large professional, security, service maintenance, food service, and administrative support staff through lower-level supervisors by reviewing performance evaluations, evaluating the performance of subordinates, and reviewing and approving/disapproving a variety of actions, policies, and procedures recommended by subordinates. Supervises various functions within the center, such as training, maintenance, and sanitation. Evaluates program effectiveness by compiling and analyzing activity reports, comparing the results with program objectives, and making recommendations for change. Conducts inspections of buildings and grounds to ensure that security, fire

Job Details

Position No.: 22083557
Class Code: T015C
Grade: GS10
Salary Range: \$56,039.00 - \$81,257.00 per year
Background check Yes required?
Job Type: Full Time

Location Information

Job City: OSCEOLA
Job County/Region: Mississippi

Contact Information

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Options

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safety, sanitation, and maintenance needs are met. Reviews policies and procedures to ensure regulations set by the agency are met and are in compliance with ACA standards. Assists in developing standard operating procedures and policies by reviewing and interpreting laws and regulations. Participates in the preparation and monitoring of the unit budget by compiling and submitting program projections to warden; monitors program expenditures through a review and approval of requisitions and financial reports. Investigates and documents complaints and incidents, counsels inmates/residents to resolve problems, and recommends corrective actions and resolutions. Serves on various committees, such as the disciplinary hearing committee, inmate/resident management team, and work release committee. Performs other duties as assigned.

Special Job Dimensions

Constant twenty-four (24) hour on-call duty is required. Occasional contact with families of inmates/residents and exposure to personal injury are required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of organizational management. Knowledge of state and federal laws governing correctional facilities. Knowledge of correctional security and other public safety methods and techniques. Knowledge of the psycho-social behavior of incarcerated individuals. Knowledge of supervisory practices and procedures. Ability to coordinate the multiple programs, systems, and services of a

correctional facility. Ability to investigate and determine cause/source for accidents/incidents. Ability to plan, organize, and oversee the work of lower level supervisors and subordinates. Ability to update security changes and write and present oral and written reports. Ability to supervise and monitor inmates/residents activities. Ability to interpret laws and regulations and develop unit policies. Ability to perform correctional security and public safety activities.

Minimum Education and/or Experience

The formal education equivalent of a bachelor's degree in criminal justice, sociology, psychology, business administration or a related field; plus five years of experience in correctional security, law enforcement or a related field, including three years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Qualifications

Experience with Drug Rehabilitation Center and Programming. Experience managing in a correctional setting.

Certificates, Licenses, Registrations

Agency Specific Information

This Position will close at 11:59 pm on the closing date listed.

If a college degree is required for the position for which you are applying, bring a copy of your official transcript with you if you are selected for an interview. Also if you have Veteran status you will need to scan/email or mail in your DD-214 to receive credit for Veteran preference before the close date of each job.

Method of pay is direct deposit. Checking or savings account required **if** hired.

Participation in contributory Retirement Plan required **if** hired.

All Applicants must submit a complete and accurate information on a completed application form according to instructions. List all prior work experience, including military service, beginning with your most recent employment. You may include volunteer or unpaid work as part of your work history; however, you should include the number of hours per week in which you performed these duties.

Please complete the Work History section of the application, even if you are including a resume. Resumes are not accepted in lieu of the state application. Incomplete applications will NOT be processed.

DCC is an Equal Opportunity Employer

DCC is a Criminal Justice Agency and Drug-Free Workplace, Employees Are Subject to a Background Check and

Initial and Periodic Substance Abuse Testing.

If applying for a Counseling position there is a 6% SALARY INCREASE DEPENDING ON CERTIFICATION.

If applying for a Parole Probation Officer position the following is REQUIRED: Formal education of a Bachelor's degree from accredited College or University accredited by the organization recognized by the U.S. Department of Education, in Criminal Justice, Psychology, Sociology, Social Work, Rehabilitation Counseling, Political Science, Social Behavior Science, Rehabilitation Science or other human behavior fields and those with management emphasis.

**Department Community Correction,
Attn: Human Resource Section, Two
Union National Plaza, 3rd Floor, 105
West Capitol, Little Rock, AR 72201.**

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