

## ASSISTANT WARDEN

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting in the day-to-day administration of the correctional facility and its' staff. Work is performed under the general supervision of the Warden for Operations or the Correction Superintendent or designee; however, considerable leeway is allowed in carrying out the details of the work. Supervision is a responsibility of an employee in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the daily operation and activities of the correctional facility;

Supervises subordinate staff assigned to the correctional facility;

Assists in ensuring that the correctional facility is in compliance with New York State Correction Law and the New York State Commission of Corrections minimum standards;

Maintains a staffing schedule to ensure the correctional facility is in compliance with minimum staffing standards;

Responds to emergencies in the absence of the Warden;

Makes supervisory rounds and inspections of the correctional facility;

Evaluates, counsels and disciplines subordinate staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of New York State Correction Law and the New York State Commission of Corrections minimum standards regarding the operation and staffing of a correctional facility; working knowledge of staffing practices and techniques; ability to supervise the work of others; ability to effectively deal with others in difficult and potentially dangerous situations; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

....

- A. Possession of an Associates Degree in Public or Business Administration and five (5) years of full-time paid experience as a Correction Officer, at least one year of which was in a supervisory position equivalent to that of Correction Sergeant; OR
- B. High school graduation or possession of a high school equivalency diploma and seven (7) years of full-time paid experience as a Correction Officer, at least three (3) years of which were in a supervisory position equivalent to that of Correction Sergeant.
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
0560 AST WARDEN  
Classification: Competitive  
NUSMNU

Adopted: October 12, 1989  
Revised: February 16, 1999  
Revised: August 14, 2009