

## WARDEN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing, supervising, planning and coordinating county jail operations. The work is performed under the general supervision of the Correction Superintendent or designee. Wide leeway is allowed for the exercise of independent judgment. Supervision is exercised over jail personnel. 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.

Under general supervision of the Correction Superintendent or designee, directs, supervises, plans and coordinates county jail operations;

Ensures that all rules, regulations and standards are adhered to;

Reviews commitments, warrants and court orders for appropriateness;

Calculates and certifies all time served by inmates;

Coordinates prisoner transports;

Prepares work schedules; assigns work; approves time-off and payroll;

Supervises the maintenance of necessary records;

Conducts internal investigations of personnel in response to civilian complaints, inmate complaints, complaints from department personnel and on the basis of personal observations;

Keeps current in the corrections field by attending seminars, training sessions and conferences and through reading appropriate literature;

Acts as hearing officer in disciplinary matters and other administrative proceedings;

Prepares narrative and statistical reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the New York State Corrections Law, Penal Law and Code of Criminal Procedure as they relate to the operation of county jails; thorough knowledge of the New York State Minimum Standards and Regulations for Management of County Jails; ability to plan and supervise the work of others; ability to prepare narrative and statistical reports; ability to read and understand laws, rules and regulations; ability to communicate effectively orally and in writing; ability to understand oral and written directions; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of responsible administrative or management experience (shift supervisor or higher level) in a corrections institution; **OR**
- B. Graduation from a New York State registered or regionally accredited two (2) year college with an Associate's Degree in Criminology, Criminal Justice, Corrections Administration or closely related field and two (2) years of experience as described in A above; **OR**
- C. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Criminology, Criminal Justice, Corrections Administration or closely related field and one year of experience as described in A above.

ULSTER COUNTY  
7610 WARDEN  
Classification: Competitive  
Union: SMNU  
MGT

Adopted: June 28, 1994  
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