



JOB ANNOUNCEMENT

POSITION: Captain, Detention Center Administrator

LOCATION: County of Stanly
Sheriff's Office
223 S 2nd Street
Albemarle, NC 28001

SALARY: \$49,590 or DOQ

HOURS: 40 hours a week

JOB SPECIFICATIONS: Work in this classification consists of planning, organizing, and directing the detention facility and operations for the County. Work includes advising the Sheriff on staffing needs and personnel, organizing and training staff, preparing schedules, requesting and obtaining resources, and overseeing inmate activities. Duties also include preparing budget requests; locates and requisitions resources necessary for operations such as clothing, linens, cleaning chemicals, hygiene items for inmates, canteen items, and other related supplies; manages food service contract and medical services. Work also involves researching and establishing procedures for efficient and effective operations that comply with local, state, and federal laws and regulations and ensure public, staff, and inmate security. The employee must exercise considerable independent judgment and initiative in making decisions regarding inmates and their custody, in dealing with attorneys, state officials, local court officials, families, and the general public. Work involves frequent public contact which requires tact, assertiveness, and decisiveness in handling routine and emergency situations.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to an bachelor's degree in criminal justice or a related field of study and law enforcement administration work experience sufficient to meet the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina driver's license.

RECRUITMENT PERIOD: **Open Until Filled**

WHERE TO APPLY: Stanly County Sheriff's Office
223 S 2nd Street
Albemarle, NC 28001

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

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