

CORRECTIONAL INVESTIGATIVE ADMINISTRATOR

Basic Purpose:

Positions in this job are responsible for assisting the Inspector General in directing all operational and administrative activities within the Office of the Inspector General.

Typical Functions:

- Assists the Inspector General in directing operational and administrative functions of all areas of the Office of the Inspector General which may include investigations, fugitive operations, intelligence, security or communications; may also be responsible for coordinating and conducting training programs for the Inspector General.
- Serves as the agency National Incident Management System (NIMS) Coordinator and the liaison to the Oklahoma Office of Emergency Management.
- Assumes secondary responsibility for the administrative and operational activities of the Office of the Inspector General in accordance with state and federal laws and department policy.
- Assists the Inspector General in managing budget, staff and resources; acts in the capacity of the Inspector General when needed.
- Conducts staff meetings regarding policies, methods and procedures of operating units; determines workflow, line of supervision, assignment of duties; responsible for the immediate supervision of assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of investigative methods and techniques; of the principles and practices of intelligence gathering; of law enforcement operations and report writing; of laws concerning the collection and admission of evidence; of the laws, rules and regulations governing offenders; and of the principles and practices of management. Knowledge of, and skill in the use and application of appropriate information technology. Ability to plan, direct and coordinate the operations of the Inspector General's Office; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously; and to analyze complex and security sensitive situations and implement an appropriate course of action.

Oklahoma Department of Corrections
Unclassified Job Descriptor

CORRECTIONAL INVESTIGATIVE ADMINISTRATOR

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in correctional/security, or law enforcement capacity, one (1) year of which must have been in a supervisory capacity; must be eligible for CLEET certification as a peace officer.

Preferred Qualifications: CLEET peace officer certified.