



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 5123

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**WARDEN, TRANSITIONAL FACILITIES**

GRADE Q

**SCOPE OF WORK:**

Work involves planning and directing the functions of Transitional Facilities which includes the Missouri River Correctional Center (MRCC) and all contracted facilities within the Division of Adult Services in the Department of Corrections and Rehabilitation (DOCR).

**DUTIES PERFORMED:**

- Serve as warden in Transitional Facilities by monitoring the disciplinary process, safety, and security of the inmate population.
- Direct the development and implementation of correctional program services in contract facilities; develop Requests for Service and contracts; develop, modify, and enforce goals, objectives, policies and procedures, evaluations and appraisal systems to determine program effectiveness; serve as DOCR liaison with all contract facilities.
- Monitor the demeanor of the inmate population by maintaining open communications.
- Manage inmate disciplinary process for transitional facilities and ensure compliance with applicable statutes and policies; make decisions on inmate appeals and grievances.
- Direct offender placements in contract facilities; manage and coordinate the movement of DOCR inmates in county jail facilities; review and approve work release requests for inmates.
- Provide overall administrative direction to MRCC, the minimum security unit of DOCR; analyze facility needs; direct staff in enforcing and maintaining discipline, safety, security, and custodial measures; oversee and ensure readiness of facility for response to emergency situations.
- Provide recommendations to directors on utilization of contract facilities.
- Direct the preparation and oversee the Transitional Facilities budget; make recommendations to DOCR Director.
- Prepare testimony and testify at legislative committees.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in criminal justice, business or public administration, a behavioral science, or a closely related field, and four years of managerial work experience that included supervision of staff, management of budgets, and

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management of correctional and rehabilitative programs designed for adult offenders in a community based or prison setting. The hiring authority may specify other degrees at the time of recruitment.

Eff. Date: 06/10

Rev: 07/12 – Conversion to Hay System