

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: WARDEN I
SALARY GROUP: B25
DEPARTMENT: Correctional Institutions Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 7/21/2015

POSITION #: 033020

I. JOB SUMMARY

Performs advanced managerial work in a correctional facility. Work involves managing and overseeing correctional facilities; administering policies and procedures; directing security, housing, and facility operations; and planning, assigning, and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs facility operations in the overall management and administration of staff, offenders, equipment, permanent improvements, and property of the correctional facility; and administers procedures and practices relating to the security of offenders and ensures that policies, procedures, rules, and regulations are enforced.
 - B. Plans, directs, and coordinates placement of staff in the event of riots, escapes, and other emergencies; directs facility operations and labor force placement of facility agriculture, offender treatment, building maintenance and construction, and industrial programs; and coordinates facility activities with other facilities, departments, and agencies.
 - C. Directs the preparation and documentation of work assignments, classification committee, rehabilitative records, and reports on offenders.
 - D. Directs inspections of the living accommodations of offenders for proper sanitation and determines whether improvements are necessary; oversees the overall maintenance of buildings and permanent improvements of the facility; and directs and approves requisitions, inventory, and issuance of supplies, materials, and equipment.
 - E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). An additional thirty semester hours from an accredited college or university may be substituted for one year of non-supervisory experience. A Bachelor's degree in Criminal Justice or a related field from an accredited college or university may be substituted for two years of the required non-supervisory experience.
2. Ten years full-time, wage-earning adult correctional custody or adult criminal justice program administration experience to include six years in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of correctional methods, techniques, practices, and procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in administrative problem-solving techniques.
7. Skill in the supervision of employees and offenders.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill in public address.
12. Skill to plan, assign, and supervise the work of others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, crawl, kneel, push, stoop, twist, climb stairs, steps, and ladders, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactical discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, fumes, smoke, gases, grease, oils, dust, slippery or uneven walking surfaces, working around machines with moving parts and moving objects, radiant and electrical energy, working at heights, working on ladders or scaffolding, working closely with others, working alone, working protracted or irregular hours, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.