

Oklahoma Department of Corrections
Unclassified Job Descriptor

OFFICE OF INSPECTOR GENERAL DEPUTY DIRECTOR

Basic Purpose:

Positions in this job are responsible for the coordination and supervision of a variety of investigative and operational functions within the Office of the Inspector General.

Typical Functions:

- Plans, directs and coordinates all operational and administrative functions within the Office of the Inspector General. Develops, organizes, and monitors management information reports and other statistical data to facilitate informed decisions on budgets, staffing, legislation, and operations.
- Observes unit operations and assures proper policy implementation and maintenance of standards of efficiency through periodic reports and administrative reviews.
- Assists the Inspector General in managing staff and resources; may act in the capacity of the Inspector General when needed.
- Conducts staff meetings regarding policies, methods and procedures of operating units; determines workflow, assignment of duties; responsible for the immediate supervision of assigned staff.
- Assumes duties of Inspector General in his absence.

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.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Bachelor's degree and eight (8) years of experience in law enforcement, or investigations, or an equivalent combination of education and experience; must be CLEET certified as a peace officer.

Preferred Qualifications: Bachelor's degree and six (6) years of experience in criminal investigations, four (4) of which was in a supervisory capacity. Completion of Task Force Commander Certification through Federal Bureau of Justice and Oklahoma Chiefs of Police or Oklahoma Sheriff training.