



## WYOMING COUNTY CORRECTIONAL FACILITY

10 Stark Street, Tunkhannock PA 18657  
(570)-836-1717

### Deputy Warden – Wyoming County Correctional Facility **Job Description**

The Warden of Wyoming County, Pennsylvania is seeking applications for the position of Deputy Warden in the Wyoming County Correctional Facility. This is a non-union position. All applicants must be able to pass a fingerprint -based criminal background check and all other required clearances. Competitive compensation packages will be based on education and experience.

This is a very responsible, professional, administrative and supervisory position, in a facility setting, including oversight of supervisory and line security staff, and coordination of the security agenda with those of the treatment and support staff. Interested applicants should have at least two (2) years experience in law enforcement and/or corrections administration, or five (5) years experience in law enforcement and/or corrections supervision.

An employee in this position exercises direct administrative authority over all security staff and functions of the facility. They establish, and ensure universal compliance with, security standards, rules, regulations, policies, and orders alongside the Facility Warden. This applicant must be able to communicate clearly, orally and in writing. This applicant needs to work efficiently and accurately, in an inherently stressful environment, with occasional irregular work hours. This applicant must be able to establish an effective work relationship with Superiors; Peers; Subordinates; Law Enforcement and Other Criminal Justice Professionals; Inmates and their Friends, Families, and Advocates; Elected and Appointed Officials of Federal, State and Local Government; Social-Services Providers, and Community-Based Organizations; and other interested persons.

Tasks of the Deputy Warden may include assisting and advising the Warden in establishing and enhancing correctional facility security policies and procedures. The Deputy Warden is someone who acts as liaison with County, Municipal, Regional, State, and Federal agencies of the Criminal Justice System. The Deputy Warden will also ensure effective Liaison in scheduling Correctional Staff hearings and Trial appearances. The Deputy Warden is also one who plans, organizes and ensures effective deployment of Security Staff and equipment; oversees contractually specified staff shift bidding.

Daily tasks may include inspecting all secure facility spaces, noting excellence, and ensuring timely rectification of the latter. As well as, investigating complaints of inmates and

**Kenneth Repsher** · *Warden*    **Heather Schmidt** · *Deputy Warden*

10 Stark Street · Tunkhannock, PA 18657 · Phone (570) 836-1717 · Fax: (570) 836-7767

Email: [krepsher@wyomingscountypa.gov](mailto:krepsher@wyomingscountypa.gov)

[hschmidt@wyomingscountypa.gov](mailto:hschmidt@wyomingscountypa.gov)

irregularities in inmate or security staff conduct (including, but not limited to, security breach), exercising all authority necessary for compiling and securing testimony and physical evidence (concordant with constitutional guarantees).

In addition, qualified applicants must have adequate knowledge and understanding of the principles and practices of modern corrections, and of pertinent Federal, State, and Local Statutes, Ordinances, Rules and Regulations. This applicant must also be familiar with the County Prison Board Policy and of established lawful procedures; knowledge of Chain of Custody Rules and Rules of Evidence. This applicant must be comfortable with the Principles of Administration and Supervision.

Applications are available in the Commissioners Office and on the County's website. Completed applications must arrive at the Wyoming County Correctional Facility, 10 Stark Street, Tunkhannock, PA 18657 by mail, email or hand-delivery by **December 9, 2024**

**WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**