

DATE: JULY 16, 2012

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CORRECTIONAL OFFICER II
CLASSIFIED POSITION VACANCIES 025

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
REGIONAL JAIL & CORRECTIONAL FACILITY
CENTRAL REGIONAL JAIL
BRAXTON

SCHEDULE: ROTATING SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECT SUPERVISION, AN EMPLOYEE IN THIS CLASS PERFORMS BASIC SECURITY DUTIES AT A REGIONAL JAIL IN DIRECT CONTACT WITH INMATES. THIS OFFICER IS RESPONSIBLE FOR THE SECURITY AND CONTROL OF ONE OR MORE GROUPS OF INMATES IN A WORK SETTING OR HOUSING UNIT. AS A RESULT OF CONTINUOUS INTERACTION WITH INMATES, THIS OFFICER BECOMES A "ROLE MODEL" AS RESPONSIBLE, MATURE BEHAVIOR IS DEMONSTRATED IN A VARIETY OF SITUATIONS. THE CORRECTIONAL OFFICER IS PRIMARILY RESPONSIBLE TO FACILITATE POSITIVE BEHAVIOR CHANGES AND IMPROVEMENTS IN A DAILY LIVING AND SOCIAL SKILLS OF THE INMATES. THE WORK INVOLVES A HIGH DEGREE OF MENTAL STRESS FROM CONSTANT CONTACT WITH INMATES AND SOME DANGER OF BODILY HARM.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A CORRECTIONAL OFFICER, PROBATION/PAROLE OFFICER, MILITARY POLICE OFFICER, POLICE OFFICER OR IN CRIMINAL JUSTICE OR RELATED FIELD.
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN CORRECTIONS, CRIMINAL JUSTICE OR RELATED FIELD MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.
SPECIAL REQUIREMENT FOR DIVISION OF JUVENILE SERVICES: COMPLETION OF THE DIVISION OF JUVENILE SERVICES TRAINING ACADEMY AND CERTIFICATION OF FORTY HOURS OF IN-SERVICE TRAINING.
*CONDITIONS OF EMPLOYMENT WITH DIV. OF CORRECTIONS APPLICANTS MUST SUCCESSFULLY COMPLETE A

PSYCHOLOGICAL EXAMINATION PRIOR TO APPOINTMENT AND ANNUALLY THEREAFTER.

APPLICANTS MUST SUCCESSFULLY COMPLETE A MEDICAL EXAMINATION PRIOR TO APPOINTMENT AND ANNUALLY THEREAFTER.

APPLICANTS MUST SUCCESSFULLY COMPLETE A PHYSICAL PERFORMANCE TEST PRIOR TO APPOINTMENT AND ANNUALLY THEREAFTER.

APPLICANTS MUST SUCCESSFULLY COMPLETE A CHEMICAL URINALYSIS DRUG SCREENING TEST PRIOR TO INITIAL EMPLOYMENT. ALL EMPLOYEES IN THIS JOB CLASS SHALL BE SUBJECT TO DRUG TESTING FOR PROBABLE CAUSE AS SET FORTH IN AGENCY POLICY.

APPLICANT'S CHARACTER AND SUITABILITY FOR EMPLOYMENT AS A CORRECTIONAL OFFICER MUST BE VERIFIED THROUGH AN AGENCY INVESTIGATION PRIOR TO EMPLOYMENT. APPLICANT'S BACKGROUND MUST BE CLEAR OF FELONY CONVICTIONS.

APPLICANTS APPOINTED TO THE CLASSIFIED SERVICE WILL BE REQUIRED TO WORK VARIOUS SHIFTS AND IT IS UNDERSTOOD SCHEDULES AS SUBJECT TO CHANGE AT ANY TIME.

APPLICANTS ARE SUBJECT TO MANDATORY OVERTIME REQUIREMENT AND MUST BE AVAILABLE FOR ASSIGNMENT TO ANY LOCATION IN THE STATE OF WEST VIRGINIA.

APPLICANTS MUST POSSESS A VALID DRIVER'S LICENSE PRIOR TO APPOINTMENT AND CONTINUOUSLY MAINTAIN SUCH LICENSE WHILE EMPLOYED IN THIS CLASSIFICATION.

APPLICANTS SHALL SUCCESSFULLY COMPLETE ORIENTATION TRAINING UPON EMPLOYMENT.

APPLICANTS SHALL SUCCESSFULLY COMPLETE ANNUAL IN-SERVICE TRAINING TO MAINTAIN CORRECTIONAL OFFICER STATUS.

APPLICANTS SHALL SUCCESSFULLY COMPLETE SPECIALIZED TRAINING AS ASSIGNED. THIS PARTICULARLY INCLUDES TRAINING, LICENSING, CERTIFICATION OR EDUCATION REQUIREMENTS NECESSARY FOR ASSIGNMENT TO A SPECIALIZED POST OR POSITION.

CONDITIONS OF EMPLOYMENT WITH DIVISION OF JUVENILE SERVICES:

MUST BE AVAILABLE FOR ASSIGNMENT TO ANY LOCATION IN THE STATE OF WEST VIRGINIA (JUVENILE SERVICES

HIRES FOR SPECIFIC LOCATIONS.)
SHALL SUCCESSFULLY COMPLETE ANNUAL IN-SERVICE
TRAINING TO MAINTAIN CORRECTIONAL OFFICER STATUS.
SHALL COMPLETE SPECIALIZED TRAINING AS ASSIGNED.

*CONDITIONS OF EMPLOYMENT WITH REGIONAL JAIL:
APPLICANTS MUST SUCCESSFULLY COMPLETE A
PSYCHOLOGICAL EVALUATION PRIOR TO APPOINTMENT
AND AT ANYTIME REQUIRED DURING EMPLOYMENT.
APPLICANT'S CHARACTER AND SUITABILITY FOR
EMPLOYMENT AS A CORRECTIONAL OFFICER MUST BE
VERIFIED BY A BACKGROUND INVESTIGATION PRIOR TO
APPOINTMENT.

APPLICANTS MUST SUBMIT TO AND MEET MINIMUM
STANDARD FOR A PHYSICAL EXAMINATION PRIOR TO
EMPLOYMENT.

APPLICANTS MUST SUCCESSFULLY:

- COMPLETE AN ORAL INTERVIEW PRIOR TO APPOINTMENT.
- COMPLETE A CHEMICAL URINALYSIS DRUG SCREENING
TEST PRIOR TO INITIAL EMPLOYMENT. ALL EMPLOYEES
IN THIS JOB CLASS SHALL BE SUBJECT TO DRUG
TESTING FOR PROBABLE CAUSE AS SET FORTH IN
AGENCY POLICY.
- MEET PHYSICAL STANDARDS TO PERFORM THE ESSENTIAL
FUNCTIONS AND TASKS PRIOR TO APPOINTMENT AND
ANNUALLY THEREAFTER.

APPLICANTS MUST BE AVAILABLE TO WORK ALL SHIFTS
AND ASSIGNMENTS AND WORK OVERTIME AS REQUIRED;
AND, FURTHERMORE, BE AVAILABLE FOR TEMPORARY
ASSIGNMENT TO ANY LOCATION IN THE STATE OF WEST
VIRGINIA.

APPLICANTS MUST POSSESS A VALID DRIVER'S LICENSE
PRIOR TO APPOINTMENT AND CONTINUOUSLY MAINTAIN
SUCH LICENSE WHILE EMPLOYED.

APPLICANTS SHALL SUCCESSFULLY:

- COMPLETE ORIENTATION TRAINING UPON EMPLOYMENT.
- COMPLETE ANNUALLY 40 HOURS OF IN-SERVICE TRAINING
UNDERGO A PHYSICAL EXAMINATION, AND PASS A TEST
OF PHYSICAL CONDITIONING SUCCESSFULLY.
- COMPLETE 120 HOURS OF BASIC CORRECTIONAL OFFICER
TRAINING DURING PROBATIONARY PERIOD.
- COMPLETE SPECIALIZED TRAINING AS ASSIGNED,
INCLUDING ANY PARTICULAR TRAINING, LICENSING,
CERTIFICATION OR EDUCATION REQUIREMENTS NECESSARY
FOR ASSIGNMENT TO A POST OR POSITION.

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APPLICANTS MUST MAINTAIN A TELEPHONE AT HIS/HER
RESIDENCE FOR THE DURATION OF EMPLOYMENT.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: JULY 25, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
SHANNON MARKLE, ADMINISTRATOR
300 DAYS DRIVE
SUTTON, WV 26601

PLEASE INCLUDE POSTING NUMBER RJ13CRJ02 ON APPLICATION