CORRECTIONAL OFFICER I
CLASSIFIED POSITION VACANCIES 025

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
REGIONAL JAIL & CORRECTIONAL FACILITY
EASTERN REGIONAL JAIL
BERKELEY

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 GENERAL WORK EXPERIENCE.
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.

CONDITIONS OF EMPLOYMENT WITH
DIVISION 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 ARE SUBJECT TO CHANGE AT ANY TIME.
APPLICANTS ARE SUBJECT TO MANDATORY OVERTIME REQUIREMENTS 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 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.
APPLICANTS MUST SUCCESSFULLY COMPLETE A CHEMICAL URIANLYSIS 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.
APPLICANTS MUST SUCCESSFULLY 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.
APPLICANTS SHALL SUCCESSFULLY COMPLETE ANNUALLY FORTY (40) HOURS OF IN-SERVICE TRAINING, UNDERGO A PHYSICAL EXAMINATION, AND PASS A TEST OF PHYSICAL CONDITIONING SUCCESSFULLY.
APPLICANTS SHALL SUCCESSFULLY COMPLETE ONE HUNDRED AND TWENTY (120) HOURS OF BASIC CORRECTIONAL OFFICER TRAINING DURING PROBATIONARY PERIOD.
APPLICANTS SHALL SUCCESSFULLY COMPLETE SPECIALIZED TRAINING AS ASSIGNED, INCLUDING ANY PARTICULAR TRAINING, LICENSING, CERTIFICATION OR EDUCATION REQUIREMENTS NECESSARY FOR ASSIGNMENT TO A POST OR POSITION.
APPLICANTS MUST MAINTAIN A TELEPHONE AT HIS/HER RESIDENCE FOR THE DURATION OF EMPLOYMENT.
APPLICANTS MUST POSSESS THE ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS AND TASKS OF AN ENTRY LEVEL CORRECTIONAL OFFICER.

SALARY: PAY GRADE 009 $22,584.00 - $41,784.00

DEADLINE: AUGUST 03, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN SHEELEY, ADMINISTRATOR
94 GRAPEVINE DRIVE
MARTINSBURG, WV 25405

PLEASE INCLUDE POSTING NUMBER RJ13ERJ01 ON APPLICATION