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CORRECTIONAL OFFICER II  
CLASSIFIED POSITION VACANCIES 010

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY  
REGIONAL JAIL & CORRECTIONAL FACILITY  
TYGART VALLEY REGIONAL JAIL  
RANDOLPH

SCHEDULE: ROTATING SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECT SUPERVISION, AN EMPLOYEE IN THIS CLASS WORKS AT FULL PERFORMANCE LEVELS AT A REGIONAL JAIL. 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

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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: OCTOBER 13, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
AMBER CURRENCE  
REGIONAL JAIL & CORRECTIONAL FACILITY  
TYGART VALLEY REGIONAL JAIL  
400 ABBEY ROAD  
BELINGTON, WV 26250

PLEASE INCLUDE POSTING NUMBER RJ13TVRJ06 ON APPLICATION