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CORRECTIONAL OFFICER IV
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
REGIONAL JAIL & CORRECTIONAL FACILITY
SOUTHWESTERN REGIONAL JAIL
LOGAN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, AN EMPLOYEE IN THIS CLASS WORKS AS A SUPERVISOR CORRECTIONAL OFFICER IN A REGIONAL JAIL. THIS OFFICER IS RESPONSIBLE FOR THE SECURITY OF THE FACILITY AND CONTROL OF THE INMATES. IN GENERAL, THIS POSITION FUNCTIONS AS A SHIFT SUPERVISOR, OR IN SOME OTHER MID-LEVEL SUPERVISORY CAPACITY. THE WORK INVOLVES A HIGH DEGREE OF MENTAL STRESS FROM INMATE CONTACT AND SOME DANGER OF BODILY HARM. THIS POSITION ASSIGNS DUTIES TO SUBORDINATES AND SUPERVISES THE WORK PERFORMED; CONDUCTS ROLL CALL AND OBTAINS PERTINENT INFORMATION FROM PREVIOUS SHIFTS AND COMMUNICATES TO STAFF COMING ON DUTY; INITIATES AND SUPERVISES SEARCHES OF THE FACILITY, INMATES AND/OR VISITORS; INITIATES INMATE COUNTS AND CHECKS AT REGULAR AND SPECIAL TIME INTERVALS TO VERIFY LOCATION AND STATUS OF INMATES; SUPERVISE INMATE BOOKING AND RELEASE PROCEDURES, INCLUDING THE FINGERPRINTING AND PHOTOGRAPHING OF INMATES; ENSURES THAT PROPER HOUSEKEEPING, MAINTENANCE AND SAFETY POLICIES ARE ENFORCED; FACILITATES INSTITUTIONAL PROGRAMS AND ANCILLARY SERVICES; PROVIDES ARMED ESCORTS OF INMATES TO AND FROM OTHER CORRECTIONAL FACILITIES, COURTS AND MEDICAL APPOINTMENTS; TESTIFIES AT INSTITUTIONAL DISCIPLINARY HEARINGS AND COURT PROCEEDINGS; PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS 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.

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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 ACADEMY AND CERTIFICATION OF FORTY HOURS OF INSERVICE TRAINING.

*CONDITIONS OF EMPLOYMENT WITH DIV. OF CORRECTIONS APPLICANTS MUST SUCCESSFULLY COMPLETE COMPETITIVE PROMOTION SELECTION PROCESS GOVERNED BY AGENCY POLICY.

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 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.

APPLICANTS SHALL SUCCESSFULLY COMPLETE AN ADMINISTRATIVE COURSE WITHIN SIX MONTHS OF PROMOTION.

*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 COMPETITIVE PROMOTION SELECTION PROCESS GOVERNED BY 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.

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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.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: FEBRUARY 06, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
LISA MOUNTS
WV REGIONAL JAIL AUTHORITY
SOUTHWESTERN REGIONAL JAIL
13 GASTON CAPERTON DRIVE
HOLDEN, WV 25625

PLEASE INCLUDE POSTING NUMBER RJ13SWRJ10 ON APPLICATION