



NOTICE OF EXAMINATION PROCESS

We will be testing individuals for future openings for Correctional Officer. The testing process consists of a written exam, video exam and an oral interview exam. Candidates must pass all three portions of the examination process to be considered for future openings. All candidates must pass a criminal background investigation suitable for law enforcement including a criminal record and drivers' license check. Candidates are required to have a police record free of any pending charges and felony convictions. Prior to final selection, candidates will be subject to pre-employment drug screening and psychological assessment.

The written test includes 90 multiple-choice questions and a video incident writing essay. Those passing the written and video test will be scheduled for the oral exam at a later date. If you do not pass your written or video exam, you may retake these tests after 6 months.

You will be placed on the eligibility list depending upon your written, video and oral exam scores. The eligibility list is used to determine the order in which candidates are considered for future openings for Correctional Officer.

The dates and times for the written/video exam are scheduled:

January 30, 2012 at 9:00 am
February 1, 2012 at 1:00 pm
February 6, 2012 at 9:00 am
February 9, 2012 at 9:00 am
February 15, 2012 at 1:00 pm
February 16, 2012 at 9:00 am
February 16, 2012 at 1:00 pm

Location: St. Charles County Administration Building, 201 N. Second Street St. Room 529

You will need to reserve a seat and testing materials for one of the above times by calling the HR Department at (636) 949-7320.

Testing materials are limited so do not delay in making a reservation. The testing will take approximately 2 ½ hours. Please allow yourself extra time for parking and check in. Testing will be held in the St. Charles County Administration Building, 201 N. Second Street St. Room 529; St. Charles, MO. A Drivers License must be presented at the time of testing.

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-- POSITION ANNOUNCEMENT--



CORRECTIONAL OFFICER

DEPARTMENT OF CORRECTIONS

STARTING SALARY: \$1,232.61 bi-weekly--equivalent to \$32,048 per year.

This is a full time position and includes a full range of benefits including paid vacation, paid sick leave, paid holidays, tuition reimbursement and employee health, dental, life, disability and retirement insurance programs. Correctional employees are subject to working all shifts and days including holidays. Schedules are calculated for 165 hours in a 28 day period.

JOB DESCRIPTION: Observes and supervises inmate activities and movement in housing units. Transports inmates within the detention center. Delivers meals, medications and authorized articles to inmates. Regulates movement of inmates, visitors and employees within the facility and performs security checks of the housing units and work release area. Assists in the intake and release of inmates. Supervises activities of inmate workers. Answers phones, maintains logs and documents incidents. Applicants must be available to work any shift or day assigned including weekends and holidays. Mandatory overtime may be required, when necessary. Performs other related duties as assigned.

REQUIREMENTS: Requires a High School diploma or GED equivalent with additional training related to criminal justice or leadership desirable. Requires the mental and emotional balance to competently handle a position with inherent authority over others in a responsible, mature and professional manner, to display self-control and react appropriately in stressful or chaotic situations and to comply with and enforce rules and regulations. Must have the ability to intervene in inmate altercations; restrain or subdue individuals -- all of which involves the ability to complete tasks requiring physical activity. Must be able to participate in on-going training, some of which may involve physical activity. Must have a stable educational and work history and a police record free of pending charges and felony convictions. Must have and maintain a valid Driver's license and satisfactory driving record. Must read well enough to understand written procedures, policies, etc. Must write well enough to complete incident reports, daily logs, etc.

EXAM COMPONENTS: Must be able to successfully complete testing process to include a written test, interview and background investigation suitable for law enforcement employment. All applicants extended a conditional offer, will be required to satisfactorily complete a psychological assessment and drug test.

TO APPLY: All applications must be submitted through our applicant Self Service Website at www.sccmo.org/hr. Resumes can be attached to the online application. We do not accept faxed, e-mailed or print applications. Terminals are available on site at the Human Resources Dept., 201 N. Second St., St. Charles, MO 63301 Monday through Friday from 8:00 AM - 5:00 PM.

To assure consideration, applications must be received by February 13, 2012. All applicants must schedule and complete the exam components.

St. Charles County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug test is required for all positions.

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