

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

---

## CORRECTIONAL OFFICER TRAINEE - 60710

---

**Salary:** \$29,371.20 - \$44,640.00\*

\*Starting salaries will be adjusted based on education above the minimum:

Completion of a 2-year degree or the equivalent amount of credit hours - \$30,852.00 and completion of a 4-year degree - \$32,433.60

**Announcement Date:** April 18, 2018

**Revised Date:** October 3, 2018

### JOB INFORMATION

The Correctional Officer Trainee is a permanent full-time position with the Department of Corrections. Positions are located throughout the state. This is correctional security work as a trainee that consists of formal and on-the-job training of the policies and procedures associated with the custody and rehabilitation of inmates within a correctional institution. No written examination is required. No employment register is maintained. Applicants meeting the qualifications below may apply directly to the Department of Corrections in person on the day of testing.

### MINIMUM REQUIREMENTS

- High school diploma or GED
- Nineteen (19) years of age

### ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license from their State of residency.
- Applicants must be a citizen of the United States.
- Applicants must pass a physical examination and a physical ability test.
- Applicants must pass a drug screen.
- Applicants will be fingerprinted (background check).
- Applicants must have no felony or domestic violence convictions.
- If an applicant is a veteran of the armed forces of the United States, their discharge must be under honorable conditions.

### NOTES

- Copy of high school diploma/GED Certificate **and** BAT results **OR** Associates degree or higher from a College or University accredited by the Southern Association of Colleges and Schools (SACS) or its regional equivalent, will be required by the Department of Corrections prior to appointment.
- Applicants previously certified by APOSTC are not required to take the BAT, provided they have been active within the last ten (10) years.
- **Applicants are subject to assignment anywhere within the State.**
- Questions may be directed to the Department of Corrections at (334) 353-9510.

### EXAMINATION

- Completion of the BAT (see attached)

### HOW TO APPLY

- The State Personnel Department **does not** schedule applicants for the on-site exam. Application for this classification should be submitted directly to the Department of Corrections in person on the day of testing.
- An Application for Examination Form is available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**State of Alabama Personnel Department  
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:
  - Southern Association of Colleges and Schools (SACS)
  - Middle States Commission on Higher Education (MSCHE))
  - Northwest Commission on Colleges and Universities (NWCCU)
  - Higher Learning Commission (HLC)
  - New England Commission of Higher Education (NECHE)
  - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school*\* considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

\*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.



Jackie Graham  
 State Personnel Director  
 Alice Ann Byrne  
 Deputy Director

# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building  
 Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

[www.personnel.alabama.gov](http://www.personnel.alabama.gov)



### MEMORANDUM

**DATE:** January 9, 2019  
**TO:** Applicants for Correctional Officer Trainee  
**FROM:** State Personnel  
**SUBJECT:** Testing Information

#### Basic Abilities Test (BAT) Requirement:

- **What is the BAT?** The BAT is also known as the ACT Workkeys.
- **What sections of the BAT am I required to take?** The three segments you are required to take are **1) Reading for Information (Workplace Documents), 2) Location Information (Graphic Literacy), 3) Applied Mathematics.**
- **Where can I take the BAT?** You can take the BAT at any community college in your state of residence. You may contact the Alabama Department of Corrections (ADOC) for additional information.
- **When should I take the BAT?** You must successfully complete the BAT before you are eligible for appointment as a Correctional Officer Trainee.
- **What is a passing score on the BAT?** You must score a 3 or higher on each segment of the BAT to pass.
- **How much does the BAT cost?** A fee of \$15 per section (\$45 total), payable to the community college is required prior to testing.

Applicants must attend one of the following on-sites (refer to the ADOC website for more information).

#### 2019 On-site Testing Schedule

|                    |                                 |                     |                                 |
|--------------------|---------------------------------|---------------------|---------------------------------|
| *January 25, 2019  | Donaldson Correctional Facility | *June 21, 2019      | Ventress Correctional Facility  |
| *February 22, 2019 | Staton Correctional Facility    | *August 16, 2019    | Bibb Correctional Facility      |
| *March 8, 2019     | Ventress Correctional Facility  | *September 6, 2019  | Fountain Correctional Facility  |
| *March 22, 2019    | Bibb Correctional Facility      | *September 20, 2019 | Donaldson Correctional Facility |
| *April 05, 2019    | Fountain Correctional Facility  | *October 18, 2019   | Staton Correctional Facility    |
| *May 3, 2019       | Donaldson Correctional Facility | *November 01, 2019  | Ventress Correctional Facility  |
| *June 7, 2019      | Staton Correctional Facility    | *November 15, 2019  | Bibb Correctional Facility      |

**\*Please note all testing dates are on Friday**

**If you need additional information, please contact ADOC Personnel Division's Correctional Officer Unit at (334) 353-9510 or [www.doc.alabama.gov](http://www.doc.alabama.gov).**