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

Continuous Announcement

CORRECTIONAL OFFICER TRAINEE - 60710

Salary: $28,516.80 - $43,339.20
Announcement Date: January 10, 2007
Revised Date: September 1, 2008

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.

MINIMUM REQUIREMENTS

- Graduation from a standard senior high school or GED equivalency
- Nineteen years of age

ADDITIONAL REQUIREMENTS

- Possession of a valid driver's license
- Must be citizen of the United States
- Must past physical examination and a physical ability/agility test at time of appointment
- Good health and physically fit
- Take a drug test
- No conviction of a felony or domestic violence
- If member of the armed forces of the United States, discharge must be under honorable conditions

NOTES

- Copy of high school diploma or GED Certificate will be required by the Department of Corrections at time of appointment.
- **Applicants are subject to assignment anywhere within the State.**
- Questions may be directed to the Department of Corrections at (334) 353-9500.

BENEFITS

- Low Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam, Physical Ability/Agility Test, and Drug Screening**

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.*

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 not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

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

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. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will 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.

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PERSONNEL DEPARTMENT

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Montgomery, Alabama 36130-4100
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www.personnel.alabama.gov

Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

MEMORANDUM

DATE: November 21, 2014

TO: Applicants for Correctional Officer Trainee

FROM: State Personnel

SUBJECT: Testing Procedures for Correctional Officer Trainee

Applicants for the **CORRECTIONAL OFFICER TRAINEE** job classification must attend an onsite testing and participate in the following components:

- Written Exam
- Physical Ability/Agility Test
- Fingerprinting (to include background check)
- Drug Screen
- Pre-Employment Medical Exam

Physical Ability/Agility Test

- Push-Ups
- Sit-Ups
- 1.5 Mile Run

State Personnel **DOES NOT** schedule applicants for this exam. Applicants will be accepted on a first-come, first-serve basis. Registration will begin at approximately 6:00 am. Applicants should bring a #2 pencil for the written examination and a black pen to complete paperwork.

Applicants should dress appropriately (athletic shoes and knee length pants may be worn) for the physical ability test and bring water and a lunch as the testing will last most of the day. Applicants should not wear white shirts or pants. Attire should be appropriate for the correctional facility environment.

2015 Onsite Testing Schedule

January 30, 2015	Bibb County Correctional Facility, Brent, Alabama
February 13, 2015	Fountain Correctional Facility, Atmore, Alabama
February 27, 2015	Draper Correctional Facility, Elmore, Alabama
May 22, 2015	Donaldson Correctional Facility, Bessemer, Alabama
June 5, 2015	Ventress Correctional Facility, Clayton, Alabama
June 19, 2015	Bibb County Correctional Facility, Brent, Alabama
October 9, 2015	Fountain Correctional Facility, Atmore, Alabama
October 23, 2015	Draper Correctional Facility, Elmore, Alabama
November 6, 2015	Donaldson Correctional Facility, Bessemer, Alabama

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

If you need additional information please contact ADOC Personnel Division's Correctional Officer Unit at (334) 353-9500 or www.doc.alabama.gov.