

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)

## CORRECTIONAL WARDEN I - 60742

**\$46,142.40 - \$70,228.80**

Department: Corrections  
Location: Statewide

### TYPE OF EXAMINATION

A **promotional** register will be established for this classification. Qualified candidates will be required to participate in an assessment procedure. Detailed information regarding the assessment procedure, including date, time, and location of testing will be sent to qualified candidates several weeks prior to testing. Scores from the assessment procedure will constitute 95% of the final grade. The average of service ratings for the last three years will constitute the remaining 5%.

### QUALIFICATIONS NEEDED TO APPLY

In order to qualify, you must have the following by the test date:

- Bachelor's degree in any field from an accredited\* four-year college or university, plus one of the following:
  - Current permanent status and three years time-in-grade as a Correctional Lieutenant (60714) in the State of Alabama Merit System.
- OR**
- Current permanent status as a Correctional Captain (60715) in the State of Alabama Merit System.

**NOTE:** The required experience must be obtained by the test administration date. The test administration date is tentatively scheduled for Tuesday, March 11, 2008.

### KIND OF WORK

This is responsible administrative and supervisory work operating a center for the release and adjustment of correctional inmates to community living or serving as an Assistant Warden at larger institutions. Employees in this class supervise employees at a work release center; manage Department of Corrections daily operations and programs at a work release center such as counts, lockdowns, visitation policy, security measures, substance abuse programs, and educational programs; direct and monitor all decisions affecting inmate activity at a work release center such as classification, job assignments, disciplinary action, passes and leaves, transportation, Pre-Discretionary Leave (PDL), Prisoner Money On Deposit (PMOD), education and substance abuse programs, and progress reviews; direct and monitor the maintenance of a work release center such as environmental and health conditions, vehicle, appliance, and other Department of Corrections property; monitor routine and non-routine activities at a work release center such as emergency/crisis situations, non-emergency situations, and manmade or natural disasters; and provide information both orally and in writing to individuals such as law enforcement personnel, the public, vendors, local government, civic officials, family members, and current and prospective inmate employers.

### HOW TO APPLY

Use an official Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **February 6, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail service or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

**Applicants are encouraged to apply on-line at: [www.personnel.state.al.us](http://www.personnel.state.al.us).**

*Veteran's credits are NOT allowed on promotional examinations.*  
*Individuals currently on the register MUST reapply to remain eligible for employment.*  
**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our 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.