

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: CORRECTIONS SPECIALIST II

Posting# 4011-0117jhm

May underfill at Corrections Specialist I - 4911

REQUIRED ATTACHMENTS TO APPLICATION:

- Certificate of Utah Corrections Certification (if applicable)
- Proof of National Police Officer Selection Test (POST entrance exam)
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 35 \$18.58 per hour, \$1,486 Bi Weekly up to
Step 41 \$21.34 per hour, \$1,707 Bi Weekly**

**Depending Upon Previous Experience and Qualifications - plus benefits package
Step increase available after completing probation and annually thereafter.**

OPENING DATE: January 11, 2017

CLOSING DATE: January 25, 2017

The eligibility list created by this posting may be used to fill current full or part time vacancies.

In order to be eligible to participate in the examination process, applicants:

*Must provide proof of passing the National Police Officer Selection Test (POST Entrance Examination) by submitting a copy of the official test results to Utah County Office of Human Resources no later than 5:00 p.m. by February 1, 2017. For further information on locations that offer the POST Entrance Exam and testing date/time availability, see page 2 of this Job Announcement.

*Applicants who are *currently* Utah Corrections Certified *must* provide proof of certification attached to the Employment Application on the closing date, January 25, 2017, no later than 5:00 p.m.

Examinations for this position will be February 2nd or 3rd, 2017. The examination may include a physical assessment, written/video examination and an oral interview. Applicants invited to the examination process will be notified by the Human Resources Office regarding the schedule via e-mail. Make sure your e-mail address is included on the application and is legible. **ALL COMMUNICATIONS WITH THE HUMAN RESOURCES OFFICE WILL BE BY E-MAIL.**

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general direction of a Sergeant-Corrections, performs certified corrections work related to the admittance, housing, and releasing of inmates at the Utah County Security Complex. Incumbents may be assigned to work in various functional areas of the jail such as housing, housing security, booking/medical security, transportation, and inmate work programs.

DUTIES INCLUDE: Supervises inmate living areas; performs routine inmate count checks and random searches of inmate living areas; oversees inmate access to recreation, phone calls, visitors, and medical assistance; distributes razors to inmates and collects and inspects razors after each use; responds to emergency and crisis situations within the housing unit. **For a complete job description, please refer to the Utah County web site: www.utahcounty.gov/jobs.**

REQUIREMENTS FOR EMPLOYMENT: *Corrections Specialist II:* bachelor's degree in psychology, sociology, education, criminal justice, communications or any social science field. Equivalent combinations of education and experience that will also be considered are an associate's degree in psychology, sociology, education, criminal justice, communications or any social science field plus two (2) years of certified corrections work experience OR four (4) years of certified corrections work experience.

EXAMINATION OVERVIEW

You will be contacted *via e-mail* if you are eligible to test and will be given information regarding the required testing elements and the scheduled time for each required testing element. If you are eligible to test, you will be required to have your physician sign a form stating that you can safely perform the Physical Assessment Test. The form will be provided to you by the Human Resources Office in this e-mail and is also available on our website

www.utahcounty.gov/jobs. You will be *required* to bring the signed form with you on the day of testing.

The following is provided for informational purposes only and is subject to change. ***Testing for this position is scheduled for February 2nd or 3rd, 2017.*** Testing will take place at the Utah County Security Center (Jail) located at 3075 North Main Street in Spanish Fork and will include the following:

Correctional Officer Video Examination: Two sessions - 8:30 a.m. - 10:30 a.m. or 10:45 a.m. - 12:45 p.m.

All applicants eligible for testing will be required to take the video examination. A score of 65 is considered passing.

Physical Assessment Test: Two sessions - 10:45 a.m. to 12:15 p.m. or 1:00 p.m. to 2:30 p.m.

All applicants eligible for testing that are not *currently* Utah Corrections Officer certified (as evidenced by documentation submitted with the application) will be required to participate in the physical assessment test. The testing will include *push-ups* (measures strength), *sit-ups* (measures muscle endurance), and a *1.5 mile run* (measures cardiovascular fitness). The testing will be administered in accordance with the Utah Peace Officer Standards and Training guidelines. **The run will be outdoors.** Applicants will be allowed to change clothes between video and Physical Assessment test. If you are Corrections certified, the Physical Assessment Test is waived.

Utah County Physical Fitness Requirements	Time and Repetition Requirements
1.5 MILE RUN	1.5 mile run (17:00)
SIT-UP	10 reps-one (1) minute
PUSH-UP	10 reps - maximum repetitions with no time constraint and no rest during this phase of the test.

****Information Regarding National Police Officer Selection Test (POST Entrance Exam) Check the Utah DPS POST web site or www.uvu.edu/testing for more information about taking this test.**

National Police Officer Selection Test (POST Entrance Exam): All applicants eligible for testing will be required to provide proof of passing the POST Entrance Exam by submitting a copy of the official test results. **Results must be submitted to the Utah County Human Resources Office no later than 5:00 p.m. on February 1, 2017.** This test measures the basic skills necessary to perform successfully as a police officer and includes Mathematics, Reading Comprehension, Grammar, and Incident Report Writing sections. Applicants must score 70% or above in each section to pass.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resources, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date.