

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 I

Posting# 4911-0515jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Certificate of Corrections Certification (if applicable)
- If no Corrections Certification, proof of National Police Officer Selection Test (POST entrance exam)
- College transcripts and/or diploma if college credit is to be considered (Internet printout & photocopies are acceptable)

STARTING SALARY: Step 31, \$16.58 per hour, \$1,326 Bi-Weekly *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 24, 2015

CLOSING DATE: May 8, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

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

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

****Non-certified 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 Personnel Management ***no later than 5:00 p.m. on May 22, 2015.*** *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, May 8, 2015, no later than 5:00 p.m.***

Examination for this position is scheduled for Tuesday, May 26, 2015 and Wednesday, May 27, 2015 *and if necessary due to the number of applicants, Thursday, May 28, 2015.* The examination will include a physical assessment, and a video examination. Applicants invited to the examination process will be notified by the Personnel 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 Personnel Office will be by e-mail.

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 I: high school diploma or equivalent, proof of passing the Police Officer Selection Test (POST Entrance Examination), and the ability to successfully complete recruitment examination elements such as a corrections video test and a physical assessment test. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**



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 Personnel office at the time you submit your application 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 May 26 and 27, 2015 and if necessary due to the number of applicants, May 28, 2015.*** 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.

Utah County Government Physical Fitness Requirements	Time and Repetition Requirements
1.5 MILE RUN	1.5 mile run (17:00)
SIT-UP	20 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) Click the link below for locations, times and other information for taking the POST Entrance Exam.**

[Utah POST - Entrance Examination](#)

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 Office of Personnel Management no later than 5:00 p.m. on Friday, May 22, 2015.** 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 Personnel Management, 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. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

