

**\*\*\*AMENDED JOB ANNOUNCEMENT**  
**(OUR PROCESS HAS CHANGED. PLEASE READ CAREFULLY)**

**POSITION: CORRECTIONS SPECIALIST I**

Posting# 4911-0114jhm

**\*\*\*NOTE: Faxes will not be accepted.**

**REQUIRED ATTACHMENTS:**

- \*\*Proof of passing the National Police Officer Selection Test (POST Entrance Exam)**
- \*Proof/Copy of Corrections Certification (if applicable)**
- \*College transcripts and/or diploma No Internet printouts (for College credit)**

**STARTING SALARY:** Step 30,\$1,297 Bi-weekly, (plus benefits package)  
*Corrections Specialists are scheduled to work 80 - 85.75 hours every two weeks.*

**OPENING DATE:** January 15, 2014

**CLOSING DATE:** January 29 , 2014

*The eligibility list created by this posting may be used to fill current vacancies or vacancies that occur while the listing is valid.*

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

**In order to be eligible to participate in the Examination process, Applicants must:**

- \*\*Both certified and 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 February 11,2014. 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 29, 2014, no later than 5:00 p.m.**

**Examination for this position is scheduled for February 19 & 20, 2014 *and if necessary due to the number of applicants, February 21, 2014.* The examination will included a physical assessment, and a video examination. Applicants invited to the examination process will be notified by the Personnel Office regarding the schedule.**

**JOB SUMMARY:** Under general direction of a Sergeant - Corrections, performs certified corrections work related to 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 and oversees the management of inmate living areas; performs routine inmate count checks. Responds to emergency and crisis situations in the housing unit and provides security for the medical unit. Responds to emergency and crisis situations throughout the jail facility. Transports and accompanies inmates to other areas of the jail as needed. Assists in classifying inmates by asking questions to determine their physical, mental, and psychological status.

**REQUIREMENTS FOR EMPLOYMENT:** 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. Selected applicants are subject to, and must pass, a complete background check.

**LICENSING AND CERTIFICATION:** Incumbents must possess or obtain Corrections Officer certification through POST (The Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must successfully complete annual training required to maintain certification. County employees being reassigned or transferred to this classification must possess or obtain Corrections Officer certification the first 6 months in this classification. Requirements for obtaining Corrections Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the requirements of the physical fitness assessment.

**PHYSICAL REQUIREMENTS:** Incumbent must be able to meet the required fitness levels of the Physical Assessment Test which includes cardiovascular endurance, muscular endurance, and strength testing (see pg.2).

**EXAMINATION OVERVIEW**

You will be contacted 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.utahcountyonline.org/dept/pers](http://www.utahcountyonline.org/dept/pers). 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 19 and 20, 2014 and if necessary due to the number of applicants, February 21, 2014.*** 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. 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.

**Break:** Applicants will be provided a chance to change clothing if necessary, go to their car, the restroom, or get a drink etc.

**Physical Assessment Test: Two sessions - 10:45 a.m. to 12:15 p.m. and 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 should bring a water bottle.

<b>Utah County Government Physical Fitness Requirements</b>	<b>Time and Repetition Requirements</b>
<b>1.5 MILE RUN</b>	1.5 mile run (17:00)
<b>SIT-UP</b>	20 reps-one (1) minute
<b>PUSH-UP</b>	10 reps - maximum repetitions with no time constraint and no rest during this phase of the test.

**Results:** Applicants will be informed of their scores via email approximately 2 weeks from the dates of examination. Applicants who successfully pass all areas of examination *may* be referred to the Utah County Sheriff's Office for an interview as vacancies become available.

**\*\*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 Tuesday, February 11, 2014.** 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.

\*\*\*Individuals interested in the position must submit an official Utah County Government application 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, FAXES OR RESUMES.** Other than outlined above, 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.