CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 6/28/13 de **ANNOUNCEMENT NO. 62**

CORRECTIONAL OFFICER **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$12.18 - $17.39** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available online or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **No other form will be accepted**. **APPLICATIONS WILL BE AVAILABLE FOR PICK UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JULY 5, 2013 UNTIL 4:30 P.M. ON THURSDAY, JULY 11, 2013.**

NOTE: **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 11, 2013**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **ORAL INTERVIEW:** This portion of the exam will be worth 60% of the final grade. Candidates will be notified of the time, date, and place of the examination.

EXPERIENCE EVALUATION: This portion of the exam will be worth 40% of the final grade. Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Under immediate supervision, assumes responsibility for the custody of inmates. Escorts, transports, and guards inmates as required. Maintains discipline and order among inmates and their conformance to rules and regulations to prevent escape. Supervises the conduct of inmates during meal times. Develops and assigns work assignments to inmates and supervises their work while at the facility. Controls unruly inmates using proper procedures and techniques. Books prisoners. Searches inmates entering buildings in an approved manner for restricted items. Checks prisoners in and out of facilities as required. Makes bed checks and performs head counts. Patrols assigned posts and other areas including cellblocks, corridors, and the general premises in a vigilant manner. Locks and unlocks doors as required. Maintains security over guns and facility keys. Guards buildings and grounds against unauthorized trespass, theft, or damage from fire or other causes. Carries out orders and directives as assigned. Prepares daily reports, logs, and other documents, as required, to properly document daily work and activities. Performs LEADS record checks regarding inmates. Utilizes division's record management system. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Must obtain an O.P.A.T.A. Correctional Officer's certification within one year of the date of hire. Must also complete an approved firearm training course and qualify with a .38 caliber weapon within one year of the date of hire. Must be computer literate and be able to lift and carry a minimum of 40 lbs. A valid State of Ohio Driver's License is required. Must be capable of becoming LEADS certified within 60 days of the date of hire. The following are preferred: OPATA Jail certification and/or two years of jail experience; Firearm training certificate and/or Commission card. FELONY AND SOME MISDEMEANOR CONVICTIONS MAY DISQUALIFY CANDIDATES

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

NOTE: **Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.**

AN EQUAL OPPORTUNITY EMPLOYER