

# CORRECTIONAL OFFICER

**Job Announcement Code(s): 04-66500**

<b>Classification</b>	Correctional Officer - 0466500
<b>Title(s)/JAC:</b>	Correctional Officer
<b>Job Working Title(s):</b>	
<b>Type of Employment:</b>	Full Time (40 hrs/week)
<b>Salary:</b>	Starting pay is \$14.89 per hour. Upon completion of the seven week training program, a six month probationary period is required. Pay Schedule/Range: 05-31
<b>Special Qualifications:</b>	Applicants must possess a valid driver's license upon appointment.
<b>Contact:</b>	Jan Wildman, Human Resources Specialist, 608-240-5509, jan.wildman@wisconsin.gov
<b>Bargaining Unit:</b>	Security and Public Safety
<b>Area of Competition:</b>	Open
<b>Deadline to Apply:</b>	Open

The Department of Corrections administers Wisconsin's state prisons, community correctional centers, and juvenile correctional programs. It supervises the custody and discipline of all prisoners in order to protect the public and seeks to rehabilitate offenders and reintegrate them into society. The department currently operates 19 correctional facilities, 16 community correctional centers for adults and 3 facilities for juveniles.

We have no current or projected vacancies at this time, however; we will continue to accept applications for future openings.

Please continue to visit our website at [www.wi-doc.com](http://www.wi-doc.com) for a listing of updated vacancies.

## **Job Duties:**

Upon appointment, candidates must complete a seven-week preservice training program, including two weeks on-the-job training at an institution. During the training period candidates receive instruction on report writing, human/public relations, administrative rules, standards of conduct, weapons familiarization, supervision of inmates, communication skills, and crowd control techniques. Upon completion of the training program, correctional officers will perform security related tasks, direct and monitor inmate behavior, counsel inmates, maintain records, conduct personal searches, provide transportation, and physically control inmates when necessary.

**Special Notes:**

Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without DOC sponsorship) at the time of application. Applicants also must be 18 years of age or older and have a valid drivers license upon appointment. This position requires a high school diploma or equivalency. A criminal background check will be conducted during the initial stages of the hiring process. Applicants with felony convictions or misdemeanor domestic violence convictions will not be considered unless they have received a pardon. Selected candidates will be required to complete a pre-employment medical examination and physical fitness test (push-ups, sit-ups, 1 ½ mile timed run).

**Job Knowledge, Skills and Abilities:**

Observation and memory skills; language usage, spelling and grammar; reading comprehension; decision making skills; and interpersonal behavior skills.

**How to Apply:**

Application materials are available at most job service centers and at any correctional facility throughout the state of Wisconsin. You may also visit the [Department of Corrections](http://www.wi-doc.com) web site- [www.wi-doc.com](http://www.wi-doc.com) for application materials and further information on the selection process. You may also request special application materials by calling the DOC toll free request line at (877) 234-0086 or (608) 240-3799 (voice) and follow the instructions provided. Individuals using a Telecommunications Device for the Deaf (TDD) should call (608) 240-3760. If using the request line or TDD, please have the complete job title and job announcement code available when you call.