

The Michigan Civil Service Commission is Accepting Applications for

## ENTRY-LEVEL SECURITY EXAMINATION

### Corrections Officer 8

No. 4012

**All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment.**

Pay rate information can be found at: <http://www.michigan.gov/mdcs/0,1607,7-147-54660---,00.html>.

#### MINIMUM REQUIREMENTS

Completion of 15 semester/23 term college credit hours from an accredited school in one or a combination of the following areas: corrections, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

OR

Completion of 30 semester/45 term college credit hours from an accredited school in any academic or degree prerequisite area.

**Note:** Before being hired as a Corrections Officer 8, applicants must pass a physical agility test and a background check conducted by the Michigan Department of Corrections. Any individual with a felony conviction, a controlled substance violation in any jurisdiction (including military), pending felony or misdemeanor charges, a domestic violence conviction, or outstanding warrants is ineligible for consideration for employment by the Michigan Department of Corrections. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

IF YOU:	YOU MUST:	YOU CAN:
Have completed 15 semester/23 term qualifying college credits.	Submit a photocopy of your official college transcript with your Civil Service application.	Take the test.
Have completed 30 semester/45 term college credits in any field.	Submit a photocopy of your official college transcript with your Civil Service application.	Take the test.
Possess a bachelor's degree with a major in any field of study.	Submit a photocopy of your official college transcript with the application.	Waive Video Exam; your name is placed directly in Corrections Officer 8 applicant pool.
Have completed a recognized corrections training program in another state or federal jurisdiction <b>and</b> completed at least two years of full-time corrections officer work experience <b>and</b> are currently employed satisfactorily in a corrections position <b>or</b> left corrections employment in satisfactory status.	Submit a photocopy of your corrections training certificate with your Civil Service application <b>and</b> documentation to support satisfactory status.	Waive Video Exam; your name is placed directly in Corrections Officer 8 applicant pool.
Have completed 15 semester/23 term qualifying college credit hours or 30 semester/45 term college credits in any field <b>and</b> have an honorable discharge from active duty with any branch of the military.	Submit photocopy of your official college transcript(s) with the college seal or registrar's signature (Internet or student transcripts will not be accepted) <b>and</b> DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), and/or discharge certificate (all other military reserve duty) for each tour of service along with the application.	Waive Video Exam; your name is placed directly in Corrections Officer 8 applicant pool.

IF YOU:	YOU MUST:	YOU CAN:
Are currently in any branch of the military or military reserve <b>and</b> completed 15 semester/23 term qualifying college credits or 30 semester/45 term college credits in any field.	Submit photocopy of your official college transcript(s) with the college seal or registrar's signature (internet or student transcripts will not be accepted) <b>and</b> submit verification from the military branch in which you are currently serving. If you served in more than one tour of service, you must submit your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), or discharge certificate (all other military reserve duty) for each tour along with the application.	Waive Video Exam; your name is placed directly in Corrections Officer 8 applicant pool.

### **WRITTEN EXAMINATION**

This examination consists of three test sections of video questions to assess the knowledge, skills, and abilities critical to security positions. Because this is a video test, there will be no late admissions. You must achieve passing scores on all three sections to pass. Applicants may retake this exam after a six-month period.

SECTION	TIME
Section 1: Human Interaction	1 hour and 20 minutes
Section 2: Reading Comprehension	15 minutes
Section 3: Incident Observation Report Writing	30 minutes

### **EXAMINATION SCHEDULING**

After the application is reviewed, you will receive an "Examination Admission Notice" with the date, time, and location of the test. This test is administered on a weekday during office hours. Current state employees should contact their department's Office of Human Resources for their policy on administrative leave to take Civil Service examinations.

### **HOW TO APPLY**

You may apply by completing the Entry Level Security Examination (CS-102\_4012) Application attached to this announcement or on our web site, at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs). Applications may be US mailed, faxed, or scan and e-mailed to:

Civil Service Commission  
 Applicant Assessment Section  
 400 South Pine Street/PO Box 30002  
 Lansing, Michigan 48909  
 Fax: (517) 241-5051  
 E-mail: [MCSC-BHRS@michigan.gov](mailto:MCSC-BHRS@michigan.gov)

Please direct questions to any of the following Civil Service telephone numbers:

Lansing (517) 373-3030 TTY (517) 335-0191	Outside of Lansing Toll-free (800) 788-1766
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The State of Michigan is an Equal Opportunity Employer

## ENTRY-LEVEL SECURITY EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment. An applicant who refuses to submit to or fails a pre-employment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA																							
<b>APPLICANT OR EMPLOYEE ID NUMBER</b> <small>(Leave blank if you do not know your ID number)</small>	<b>AREA CODE/PHONE NO.</b> <small>(Between 8 a.m. and 5 p.m.)</small>																						
<b>APPLICANT'S NAME (LAST, FIRST, M.I.)</b>																							
<b>STREET ADDRESS</b>																							
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>																					
<b>E-MAIL ADDRESS (if available)</b>																							
<b>CERTIFICATION: Complete the application and read carefully before submitting.</b> <i>By submitting this application and any attachments, the applicant named above certifies to the Civil Service Commission that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																							
<b>TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:</b>																							
<input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																							
<b>RACE/ETHNIC/GENDER INFORMATION</b> <small>Optional—for reporting purposes only</small> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 5%; text-align: center;">M</th> <th style="width: 15%; text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td>WHITE</td> <td style="text-align: center;">1 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BLACK (AFRICAN AMERICAN)</td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AMERICAN INDIAN/ALASKAN NATIVE</td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>HISPANIC</td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ASIAN/PACIFIC ISLANDER</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>MULTIRACIAL</td> <td style="text-align: center;">6 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	<b>ACCOMMODATIONS</b> <b>Information provided on an individual's disability is confidential, not subject to the Freedom of Information Act, and cannot be shared without the permission of the applicant.</b> Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.	
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MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>																					

Complete reverse side of application. Submit both sides of application plus all required education/experience documentation.

### QUALIFICATIONS FOR CORRECTIONS OFFICER

Check all the boxes below that apply to you. Attach the required documents for each box you check.

<input type="checkbox"/> I have completed 15 semester/23 term qualifying college credit hours.	Attach a photocopy of your official college transcripts (internet/student copies will <u>not</u> be accepted).
<input type="checkbox"/> I have completed 30 semester/45 term college credits in any field of study.	Attach a photocopy of your official college transcripts (internet/student copies will <u>not</u> be accepted).
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