

**THE MICHIGAN CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR
ENTRY-LEVEL SECURITY EXAMINATION**

NO. 4012

— A Written Test is Required —

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.

Applicants who pass the exam may be considered for **Corrections Officer 8 and Forensic Security Assistant 8. Forensic Security Assistant** jobs are located only in Washtenaw County.

Pay rate information can be found at: <http://web1mdcs.state.mi.us/humanresources/jobtitlespecs.asp>.

MINIMUM REQUIREMENTS FOR CORRECTIONS OFFICER

Possession of a high school diploma or possession of the General Education Development (GED) certification.

NECESSARY SPECIAL REQUIREMENT

AT THE TIME OF APPLICATION OR WITHIN 18 MONTHS AFTER HIRE: Completion of 15 semester (or 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 you will be terminated

OR

AT THE TIME OF APPLICATION: Completion of 30 semester (45 term) college credit hours from an accredited school in any academic or degree prerequisite area. (This option is not available after hire date.)

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.

FOR THE CORRECTIONS OFFICER CLASSIFICATION		
IF YOU:	YOU MUST:	YOU CAN:
Possess a high school diploma or General Education Development (GED) certificate.	Take and pass video-based exam.	Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.
Have completed 15 semester (23 term) qualifying college credits.	Submit a photocopy of your official college transcript with your Civil Service application AND take and pass the video-based exam.	
Have completed 30 semester (45 term) college credits in any field.	Submit a photocopy of your official college transcript with your Civil Service application AND take and pass the video-based exam.	
Possess a bachelor's degree with a major in any field of study.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video Exam — Name is placed directly in Corrections Officer 8 applicant pool.
Have completed a recognized corrections training program in another state or federal jurisdiction AND completed at least two years of full-time corrections officer work experience AND are currently employed satisfactorily in a corrections position OR have left corrections employment in satisfactory status.	Submit a photocopy of your corrections training certificate with your Civil Service application AND documentation to support satisfactory status.	Waive Video Exam — Name is placed directly in Corrections Officer 8 applicant pool.

FOR THE CORRECTIONS OFFICER CLASSIFICATION

IF YOU:	YOU MUST:	YOU CAN:
Have completed 15 semester (or 23 term) qualifying college credit hours AND 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) AND 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 your Civil Service application.	Waive Video Exam — Name is placed directly in Corrections Officer 8 applicant pool.
Have an honorable discharge from active duty with any branch of the military or military reserve with some or no college credits.	Submit photocopy of 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 of service along with your Civil Service application.	Waive Video Exam — Name is placed directly in Corrections Officer 8 applicant pool. Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.
Are currently in any branch of the military or military reserve.	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 your Civil Service application.	Waive Video Exam — Name is placed directly in Corrections Officer 8 applicant pool. Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.

MINIMUM REQUIREMENTS FOR FORENSIC SECURITY ASSISTANT

Possession of 21 semester (32 term) college credits including 15 semester (23 term) credits in one or a combination of the following areas: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, and recreational therapy.

FOR THE FORENSIC SECURITY ASSISTANT CLASSIFICATION

IF YOU MEET THE MINIMUM REQUIREMENTS AS LISTED ABOVE:	YOU MUST:	YOU CAN:
Possess the minimum requirements.	Take and pass video-based exam.	
Possess a bachelor's degree in criminal justice, or a social science or human service field.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video Exam — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess an associate's degree in any of the following majors: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, and recreational therapy.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video Exam — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess two or more years of active military experience, with an honorable discharge .	Submit photocopy of your DD-214-Member 4 Copy for each tour of service along with your Civil Service application.	Waive Video Exam — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess two or more years of documented full-time experience as a Resident Care Aide, nurses aide, home health aide, or patient care technician.	Submit résumé with verifiable experience with your Civil Service application.	Waive Video Exam — Name is placed directly in Forensic Security Assistant 8 applicant pool.

WRITTEN EXAMINATION

This examination consists of three video-based exam sections. It evaluates skills, knowledge, and abilities related to critical elements of security positions. You must achieve passing scores on all sections of the examination to have your name placed in the applicant pool.

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

Because this is a video-based examination, no late admissions will be allowed.

EXAMINATION SCHEDULING

After we have reviewed your application, you will receive an "Examination Admission Notice" with the date, time, and location for examination. The examination is currently offered on a weekday. Current state employees should contact their department's personnel office for their department's policy on administrative leave to take Civil Service examinations. Applicants may retake this exam after a six-month period.

HOW TO APPLY

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

Civil Service Commission
Applicant Assessment
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
FAX (517) 335-0031
e-mail: MDCS-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 1-800-788-1766

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																							
APPLICANT OR EMPLOYEE ID NUMBER <small>(Leave blank if you do not know your ID number)</small>	AREA CODE/PHONE NO. <small>(Between 8 a.m. and 5 p.m.)</small>																						
APPLICANT'S NAME (LAST, FIRST, M.I.)																							
STREET ADDRESS																							
CITY	STATE	ZIP CODE																					
E-MAIL ADDRESS (if available)																							
CERTIFICATION: Complete the application and read carefully before submitting. <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>																							
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:																							
<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																							
RACE/ETHNIC/GENDER INFORMATION <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"/>	ACCOMMODATIONS 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. 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.	
	M	F																					
WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>																					
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ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>																					
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 a high school diploma or General Education Development (GED) certificate.	You do not need to attach anything.
<input type="checkbox"/> I have completed 15 semester (or 23 term) qualifying college credit hours.	Attach a photocopy of your official college transcripts (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 (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess a bachelor's degree with a major in any field of study.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I have completed a recognized corrections training program in another state or federal jurisdiction, completed at least two years of full-time Corrections Officer work experience, AND I am currently employed satisfactorily in a corrections position OR I have left corrections employment in satisfactory status.	Attach a photocopy of your corrections training certificate AND documentation to support satisfactory status.
<input type="checkbox"/> I have an honorable discharge from active duty with a branch of the military or military reserve.	Attach a photocopy of 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 of service.
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QUALIFICATIONS FOR FORENSIC SECURITY ASSISTANT

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

<input type="checkbox"/> I possess the educational requirements of 21 semester (32 term) college credits including 15 semester (23 term) credits in one of a combination of the following areas: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, and recreational therapy.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess a bachelor's degree in criminal justice, or a social science or human service field.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess an associate's degree in one of the following majors: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, and recreational therapy.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess the above educational requirements and have completed two or more years of active military experience, with an honorable discharge .	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted) and a photocopy of your DD-214-Member 4 Copy for each tour of service.
<input type="checkbox"/> I possess the above educational requirements and have two or more years of documented full-time experience as a Resident Care Aide, nurses aide, home health aide, or patient care technician.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted) and a résumé with verifiable experience.