

**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 preemployment drug test as a condition of employment.

Applicants who pass the exam may be considered for jobs in the Corrections Officer 8 and Forensic Security Assistant 8 classifications.

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 GED certification) and completion of 15 semester (or 23 term) credit hours in one or a combination of the following courses: corrections, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement, from an accredited college/university.

OR

Possession of a high school diploma (or GED certification) and completion of 30 semester (45 term) credit hours in any academic or degree prerequisite area, from an accredited college/university.

OR

Possession of a bachelor's degree from an accredited college/university.

Note: Before being hired as a Corrections Officer, 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 employment. An applicant who has been convicted of any other misdemeanor will 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 15 semester (23 term) credit hours in one or a combination of corrections, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement courses.	Submit a photocopy of your official college transcript with your Civil Service application <u>and</u> take and pass the test.	
Have completed 30 semester (45 term) credit hours in any academic or degree prerequisite area, in any field.	Submit a photocopy of your official college transcript with your Civil Service application <u>and</u> take and pass the test.	
Possess a bachelor's degree in any major.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Test — Name is placed directly in Corrections Officer 8 applicant pool.

FOR THE CORRECTIONS OFFICER CLASSIFICATION

IF YOU:	YOU MUST:	YOU CAN:
Completed a recognized state of federal corrections training program with two years of full-time experience as a corrections officer, and currently employed satisfactorily in a corrections position or left corrections employment in satisfactory status.	Submit a photocopy of your corrections training certificate with you Civil Service application and documentation to support satisfactory status.	Waive Test — Name is placed directly in Corrections Officer 8 applicant pool.
Completed two or more years of active military experience, with an honorable discharge from active duty from any branch of the military or military reserve and possess one of the above educational requirements.	Submit photocopy of your official college/university 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 Test — Name is placed directly in Corrections Officer 8 applicant pool.
Currently serving in any branch of the military or military reserve and possess one of the above educational requirements.	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 this application.	Waive Test — Name is placed directly in Corrections Officer 8 applicant pool.

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 from an accredited college/university.

FOR THE FORENSIC SECURITY ASSISTANT CLASSIFICATION

IF YOU:	YOU MUST:	YOU CAN:
Possess the minimum requirements.	Submit a photocopy of your official college transcript with your Civil Service application and take and pass the test.	
Possess a bachelor's degree in criminal justice, social science or human service field.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Test — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess an associate's degree in counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, or recreational therapy.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Test — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess the above educational requirements and completed 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 Test — Name is placed directly in Forensic Security Assistant 8 applicant pool.
Possess the above educational requirements and completed 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 Test — Name is placed directly in Forensic Security Assistant 8 applicant pool.

WRITTEN EXAMINATION

This examination consists of three video test sections to evaluate knowledge, skills, and abilities related to critical elements of security jobs. You must achieve passing scores on all three sections of the test to have your name placed in the applicant pool(s).

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 the test. The test is administered on a weekday. Current state employees should contact their Office of Human Resources for the department’s policy on administrative leave to take Civil Service tests. 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:

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

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

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																					
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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 (or 23 term) credit hours in one or a combination of the courses in corrections, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.	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) credit hours in any academic or degree prerequisite area, in any field.	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.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess one of the above educational requirements and have completed two or more years of active military experience with an honorable discharge.	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.
<input type="checkbox"/> I possess one of the above educational requirements and am currently serving in a branch of the military or military reserve.	Attach verification from the military branch where 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.
<input type="checkbox"/> I completed a recognized state or federal corrections training program and have two years of full-time Corrections Officer experience, and am currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.	Attach a photocopy of your corrections training certificate and documentation to support satisfactory status.

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, social science, or human services 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 one of the above educational requirements and have completed two or more years of active military experience, with an honorable discharge.	Attach 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, nurse aide, home health aide, or patient care technician.	Attach a résumé with verifiable experience.