

# CORRECTIONS OFFICER

\$15.23 per hour (starting)

\$23.33 (maximum)

## DUTIES:

Employees in this class series oversee and participate in the custody, security, and treatment of prisoners in correctional facilities including major institutions, camps, and corrections centers. An employee may be assigned to work any day of the week, or on any shift of assignment. Employees attempt to modify prisoners' attitudes and behavior through one-to-one group interaction and attempt to obtain prisoners' compliance with facility rules and regulations.

## QUALIFICATIONS:

- Minimum Requirements: possession of a High School Diploma or G.E.D. and a minimum 18 years of age.
- To be eligible for consideration as a Corrections Officer, certain education and exam requirements must be satisfied. Most applicants must pass a written Civil Service exam and have an educational background that includes at least 15 semester (or 23 term) college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement. **These credits must be earned before employment or within 18 months following the date of hire.**
- Possession of 30 semester (or 45 term) college credits in any academic or degree prerequisite area meets the educational requirements; however, passing the Civil Service exam will also be required.
- Exam will be waived if you have an honorable discharge from active duty or National Guard duty or are currently a member of good standing in the National Guard.
- Any bachelor's degree or two years of satisfactory Corrections Officer employment at the state or federal prison level, fulfills the educational requirements and the exam is waived.

Before being hired, an applicant must pass a physical fitness test given by the Michigan Department of Corrections which consists of:

- ✓ completing 13 sit-ups in 30 seconds;
- ✓ 17 push-ups in 60 seconds, and
- ✓ continuously walking up and down steps, ranging up to 11 ¾", for 6 minutes.

In addition, an applicant must have acceptable vision, hearing, and general good physical health, and pass a drug screen.

An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. 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 payment of fines and probation.

WHERE TO APPLY:

MICHIGAN CIVIL SERVICE COMMISSION

P. O. Box 30002

Lansing, MI 48909

[www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)

Please Note: Make sure you return the appropriate documentation with your Civil Service application. Example: Official college transcripts (the transcript must state official copy on it). Transcripts must be received in a sealed (unopened) envelope with an official stamp from the college or university on the envelope. If you have served in the military, you must provide a copy of your final discharge documents (i.e., DD-214 Member 4, NGB 22, 256N) or currently in the Reserves or National Guard you will need to provide a letter of good standing from your commanding officer and/or employment history if you have Corrections Officer experience.

For further information, please call 517-636-0780 or 1-888-820-7129.

*The Michigan Department of Corrections is an Equal Employment Opportunity Employer*

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