

ATTENTION MILITARY MEN & WOMEN

GDC Correctional Officer & Probation Officer applicants who have served on active duty in the U.S. Military are eligible to be paid at an advanced rate according to the following plan:

- 1 year experience - 2.5% above minimum pay
- 2 years experience - 5% above minimum pay
- 3 years experience - 7.5% above minimum pay
- 4+ years experience - 10% above minimum pay

Use Your GI Bill for OJT

You can use your GI Bill benefits in our on-the-job training and apprenticeship programs.

During job training, a newly hired veteran, if eligible, can receive up to \$16,263 tax-free supplemental income from the GI Bill during a two-year, experience based training program. National Guardsman and Reservists, currently under a six-year contract, may also be eligible.

Spanish Initiative

Some GDC facilities and offices periodically have a need for Correctional Officers and/or Probation Officers who speak fluent Spanish. To receive additional pay under this initiative, the job must involve direct contact with inmates and must require use of the skill. Ask your local Personnel Representative about receiving 10% above minimum pay when hired.

Benefits Package

The Georgia Department of Corrections offers an attractive entry-level salary and benefits package to its employees. Benefits options include:

- ◆ Health Insurance
- ◆ Dental Insurance
- ◆ Life Insurance
- ◆ Vision Insurance
- ◆ Legal Insurance
- ◆ Specified Illness
- ◆ Retirement
- ◆ Paid Leave
- ◆ Paid Training
- ◆ Direct Deposit
- ◆ 12 paid holidays per year
- ◆ Accidental Death & Dismemberment
- ◆ Short-term & Long-term Disability
- ◆ Health Savings Account
- ◆ Spending Accounts
- ◆ Long-term Care Insurance
- ◆ 401k or 457 plans
- ◆ Educational Opportunities
- ◆ Georgia United Credit Union
- ◆ Savings Bonds

Please visit www.GDCJobs.com for more information concerning our complete benefits package



CAREERS IN CORRECTIONS

www.GDCJobs.com

MISSION

The Georgia Department of Corrections protects and serves the public as a professional organization by effectively managing offenders while helping to provide a safe and secure environment for the citizens of Georgia.

APPLYING FOR GDC JOBS

Vacancy Information

GDC vacancies are continuously posted and accessible at www.GDCJobs.com.

Application

For any jobs posted on www.GDCJobs.com applicants must complete a State of Georgia Application or a resume and submit it directly to the location that has the advertised vacancy. Contact information is provided with each vacancy announcement.

NOTE: GDC will only accept applications and/or resumes for announced vacancies.

Applicant Information Sheets and/or the State of Georgia Application may be obtained by downloading it at www.GDCJobs.com.



State Offices South at Tift College

State Offices South at Tift College is the administrative headquarters for the Georgia Department of Corrections. This location houses the various business operations for the department and offers a variety of job opportunities, such as:

- | | |
|------------------------|--------------------------|
| Accounting/Budget | Procurement |
| Health Services | Engineering |
| Human Resources | Operations |
| Information Technology | Call Center |
| Legal Services | Media/Public Information |
| Training | Strategic Planning |

Please go to www.GDCJobs.com for more information.

Tobacco Free Workplace

The Department's mission is to support the Governor's objective for a healthier Georgia and contain rising healthcare costs for inmates, probationers, and staff by banning the use of tobacco products in all of our correctional facilities.

All GDC facilities became tobacco-free on December 1, 2010.

Smoking cessation aids will be offered to staff to assist them during their transition to a tobacco-free lifestyle.

Education Incentive

The GDC Education Initiative seeks to invest in employee's futures by providing opportunities for higher education. This initiative sets the following goals for employee's who do not have a college degree:

- Two year Associate Degree within five years**
- Four year Bachelor's Degree within ten years**

Monetary incentives include:

- Associates Degree - 3% lump sum payment**
- Bachelors Degree - 5% lump sum payment**
- Masters Degree - 5% lump sum payment**
- Doctorate Degree - 5% lump sum payment**

Internship Programs

The GDC Internship Program is available to students who are interested in becoming a Probation Officer, Counselor or pursuing a career in public service, and who are currently pursuing an undergraduate or graduate degree at an accredited college or university. Applicants must meet the following criteria:

- Must be a United States citizen to be a Probation Officer intern
- Be at least 18 years of age
- Have NO felony convictions
- In good academic standing with their college or university
- Must be currently enrolled in college at the level of a Junior or Senior or pursuing a Master's degree or higher.
- Must submit to and pass a Criminal History background check

If you are interested in becoming an Intern with the Georgia Department of Corrections and meet the eligibility requirements listed above, please e-mail

interns@dcor.state.ga.us

Correctional Officer

Applicants for Correctional Officer positions must meet the minimum job requirements listed below and pass the POST Entrance Exam to be considered eligible for employment.

Minimum Qualifications

Must be at least 18 years of age
Have a High School Diploma or GED
US Citizenship
No felony convictions



Correctional Officer Applicants

Correctional Officer applicants should visit www.GDCJobs.com to view job vacancy information and apply directly to a location that has an advertised vacancy.

POST Entrance Exam

Correctional Officer applicants must pass the POST Entrance Exam prior to applying for a Correctional Officer position. Please see the section titled, "POST Entrance Exam" for additional information.

Correctional Officer Training

Selected candidates will undergo four weeks of job relevant Basic Correctional Officer Training (BCOT). Subject matter includes training in the following categories:

Security and Supervision
Health and Human Services
Use of Force
Legal Procedures
Emergency Procedures



Correctional Officers employed by the Georgia Department of Corrections are certified Peace Officers. Applicants must pass the written and practical exams associated with BCOT.

Advancement Opportunities

Employment as a Correctional Officer offers many career opportunities. The GDC security ranks include careers such as:

Warden	Lieutenant
Deputy Warden	Sergeant
Chief of Security	Canine Handler
Transfer Officer	

Probation Officer

Applicants for Probation Officer positions must meet the minimum requirements to be considered eligible for employment.

Minimum Qualifications

Must be at least 21 years of age
Have an undergraduate degree from a four-year college or university
US Citizenship
No felony convictions



Probation Officer Applicants

Probation Officer applicants should visit www.GDCJobs.com to view job vacancy information and apply directly to a location that has an advertised vacancy.

Probation Officer applicants should visit www.GDCJobs.com in order to determine what pre-testing requirements they must complete for the application process.

NOTE: If an applicant for a Probation Officer position is unable to locate and provide an ACT or SAT score that can be converted (ACT 18 Verbal & 16 Math or SAT 430 Verbal & 400 Math) only then are they required to take and pass the POST Entrance Exam prior to hire.

Probation Officer Training

Selected candidates will undergo seven weeks of job relevant Basic Probation Officer Training (BPOT). Probation Officers employed by GDC are considered certified Peace Officers. Applicants must pass the POST entrance exam to be admitted into BPOT and must pass written and practical exams associated with BPOT.

Fitness Standards

Applicants applying for POST certified positions with GDC must meet pre-employment physical fitness standards. These standards require that a certain number of push-ups, sit-ups and a one mile run are performed within specified requirements as outlined below:

MALE :	8 push-ups in one minute 12 sit-ups in one minute 16-minute mile
FEMALE:	4 push-ups in one minute 8 sit-ups in one minute 16-minute mile

POST Entrance Exam

The ASSET exam and the COMPASS exam are the official POST Entrance Exams. The COMPASS exam is a computer-based exam that will provide immediate test results for the applicant. The ASSET exam is a paper and pencil exam that will have test results available in approximately 10 business days. Both of these exams test reading, writing and numerical skills. These exams are administered through the Technical College System of Georgia at Technical Colleges across the state. To view a list of the testing sites, please visit www.GDCJobs.com.

Applicants are required to take a POST Entrance Exam Access Form to the test site, this Access Form is available on www.GDCJobs.com. Applicants should also bring a government issued ID card (Driver's License), as well as payment for the test fee. The test fee varies by location, however the fee will range between \$15.00 - \$25.00.

Please visit GDC's Employment website at www.GDCJobs.com to obtain the most current testing information.

NOTE: Applicants may also submit a transcript that contains the ACT or SAT test scores to convert these scores **in lieu of** taking the ASSET or COMPASS exam. The acceptable scores on the ACT are 18-Verbal and 16-Math. The acceptable scores on the SAT are 430-Verbal and 400-Math.

POST Entrance Exam Re-Test Policy

Applicants may take the POST Entrance Exam once every six months.

Correctional Nursing Applicants

Georgia Correctional HealthCare (GCHC) is the division of the Georgia Health Sciences University that provides high quality health care throughout the State for the Georgia Department of Corrections. For additional information, please visit their website at www.georgiahealth.edu/gchc or call **706.721.1260**.

Counselor

Most Counseling jobs require at least the completion of an undergraduate degree and possibly, various levels of experience.

Job Opportunities

Counselor
Counselor 2, MH/MR
Chief Counselor

Applicants chosen for a Counselor position must attend and successfully complete three training programs during the first year of employment. The Counselor training program includes the following topics:

Counselor Orientation
Group Counseling
Group Facilitation

Food Service

Most Food Service jobs require at least the completion of a High School Diploma/GED and/or experience in a food service operation.

Job Opportunities

Food Service Employee 2
Food Service Supervisor, GDC
Food Service Manager, GDC



Maintenance

Most Maintenance jobs require at least the completion of a post secondary vocational/technical school program in a skilled trade (electrical, carpentry, plumbing) OR Six months of experience in a construction trade (electrical, carpentry, plumbing) or building maintenance.

Job Opportunities

Craftsman, General Trades
Trades Supervisor
Maintenance Engineer

There are also opportunities for applicants with a construction background to work in GDC's Inmate Construction.

Please visit GDC's Employment website at www.GDCJobs.com to view vacancy announcements for all GDC jobs.