

Georgia Department of Corrections

Correctional Officer Applicant Information

Becoming a GDC Correctional Officer:

- ◆ Correctional Officer applicants must first take the POST Entrance Exam. Exam information, including locations, directions, test dates and times may be obtained by accessing the GDC web site at www.GDCJobs.com or by calling 1-888-343-JOBS (5627).

NOTE: Appropriate dress is required if testing at a GDC facility (no shorts, tank tops, etc.) Contact the GDC facility where the test is being administered for dress code requirements and other information.

Correctional Officer Minimum Requirements:

- ◆ **Applicants must meet the following minimum requirements prior to taking the test:**
 - ❖ At least 18 years of age, US Citizen, No felony convictions, High School diploma or state issued GED Certificate.

NOTE: Applicants who do not meet the Minimum Qualifications, cannot become a GDC Correctional Officer.

- ◆ **Minimum Physical Requirements are:**

- ❖ Adequate physical condition to perform the essential functions of the job.
- ❖ Minimum vision of 20/40 in both eyes, corrected or uncorrected, with or without glasses or contact lenses.
- ❖ The ability to distinguish colors, have adequate depth perception and adequate peripheral vision.
- ❖ Hearing loss no greater than 24 decibels, DEA average of 500, 1000 2000 and 3000 in the better ear with or without a hearing aid.

Information to bring to the test:

- ◆ Applicants should bring a government issued ID card (Driver's License).

Test Information:

- ◆ The test consists of two timed sections. The first section consists of 45 multiple choice questions in a 45 minute timed Reading Comprehension exercise. This test section measures your ability to understand what you read. The second section consists of 30 multiple choice questions in a 30 minute timed Sentence Structure exercise. This test section measures your knowledge of sentence structure of the ways parts of a sentence are put together and what makes a sentence complete.
- ◆ The test will be scored by computer by the Peace Officers Standards and Training Council in Atlanta. A test report will be mailed to you within three weeks informing you if you passed or failed the exam. There is no test score given, just pass or fail.
- ◆ Applicants obtaining a passing score on the POST Entrance Exam may be considered for Correctional Officer vacancies.

Re-testing:

- ◆ The re-test policy allows applicants to take the test every 6 months.

Interviewing:

- ◆ If notified of an interview, all applicants are required at the time of the interview to have the following documents:
 - High School Diploma or state issued GED Certificate.
 - POST letter confirming a passing test score.
 - Social Security Card or other official document to establish employment eligibility.
 - Birth Certificate or other recognized proof of birth.
 - Valid Driver's License or other official document to establish identity.
 - DD214 or equivalent (if applicable).
 - Selective Service Registration Card or proof of being exempt from registration (male applicants only between 18 and 26 years of age).
 - A completed State of Georgia Application for Employment.

NOTE: If you receive an interview notice, you must respond to it or your name will be removed from the List of Available Applicants.

Employment Information:

- ◆ All applicants must be willing to work any shift. Shift assignments are not permanent and are subject to change.
- ◆ If offered employment, applicants must be willing to undergo a:
 - Four-week Basic Correctional Officer Training course.
 - Criminal background investigation.
 - Pre-employment drug screening.
 - Complete medical examination at their own expense.
 - Provide drivers history for past seven years at their own expense.