

Georgia Department of Corrections

Correctional Officer Applicant Information

Becoming a GDC Correctional Officer:

- ◆ Correctional Officer applicants must pass the POST Entrance Exam to be considered for employment opportunities. Exam information may be obtained by accessing the GDC web site at www.GDCJobs.com or by calling 1-888-343-JOBS (5627).

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) and a POST Entrance Examination Access Form (form available on www.GDCJobs.com website).

Test Information:

- ◆ Effective January 1, 2009 the P.O.S.T. Council adopted the ASSET or COMPASS exam as the official POST Entrance Exam for law enforcement candidates.
- ◆ The ASSET or COMPASS exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.
- ◆ The COMPASS exam is a computer-based exam that provides immediate results. The ASSET exam is a paper and pencil version that will provide results in approximately 10 business days.
- ◆ Applicants obtaining a passing score on the POST Entrance Exam may be considered for Correctional Officer vacancies. Passing scores for the ASSET is a Reading score of 38 and a Writing score of 35. Passing scores for the COMPASS exam is a Reading score of 70 and a Writing score of 23.
- ◆ Applicants must pay a fee ranging from \$15 - \$25 for either of these exams.

NOTE: ACT or SAT exam scores may be converted to ASSET or COMPASS exam scores. A Verbal score of 18 and a Math score of 16 on the ACT or a Verbal score of 430 and a Math score of 400 on the SAT will be considered passing scores.

Re-testing:

- ◆ Applicants must wait 6 months before taking the POST Entrance Exam an additional time.

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.
 - ASSET or COMPASS test results confirming a passing test score or transcript with ACT or SAT scores with passing scores.
 - 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.

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 own expense.
 - Provide drivers history for past seven years at their own expense.