



GEORGIA DEPARTMENT OF CORRECTIONS

CAREERS IN CORRECTIONS



MISSION:

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

Attention Military Personnel **GDC WANTS YOU!**

GDC values experience in the U.S. Armed Forces which develops heightened competencies related to discipline, leadership and decision making.

GDC Correctional Officers and 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

Applying for GDC Jobs: **Probation Officer Applicants:**

Applicants that test in Atlanta will complete a scannable application at the test site. Applicants that plan to test at a Saturday test site can register on-line at www.careers.ga.gov or complete the State of Georgia Application for Employment and mail it to the address listed.

All Other GDC Job Applicants:

For any job other than Probation Officer, applicants must complete a State of Georgia Application for Employment or a resume and submit it directly to the location that has the advertised vacancy.

Peace Officer Training **Reimbursement Agreement**

Correctional Officer Applicants must sign a Peace Officer Training Reimbursement Agreement prior to attending BCOT. In the event a Correctional Officer voluntarily terminates employment within 12 months of completing BCOT, he/she is legally obligated to reimburse GDC for part or all of the expense of the costly BCOT program.

Fitness Standards:

POST certified employees employed by GDC must meet physical fitness standards. These standards will require new employees to perform a certain number of push-ups and sit-ups and run one mile within specified periods of time as outlined below:

Applies to new hires beginning January 2009 and existing staff in 2010.

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

The revised standards will apply to new hires beginning January 2010 and existing staff in 2011.

MALE: 16 push-ups in one minute
 25 sit-ups in one minute
 13-minute mile

FEMALE: 8 push-ups in one minute
 16 sit-ups in one minute
 13-minute mile

Becoming a GDC Correctional Officer:

Correctional Officer applicants must take and pass the POST Entrance Exam to be considered eligible for employment. Exam information may be obtained by visiting the **GDC Employment website** at www.GDCJobs.com or by calling the **GDC Job Information Line** at **1-888-343-JOBS**.

Minimum Requirements:

- Have U.S. Citizenship
- Be at least 18 years of age
- Have a High School Diploma or state-issued GED Certificate
- Have no felony convictions

Training:

Selected candidates will undergo four weeks of job relevant Basic Correctional Officer Training (BCOT). Correctional Officers employed by GDC are certified Peace Officers. Applicants must pass written and practical exams associated with B.C.O.T.

Advancement Opportunities:

- Warden / Superintendent
- Deputy Warden / Assistant Superintendent
- Chief of Security
- Lieutenant
- Sergeant
- Transfer Officer

Becoming a GDC Probation Officer:

The first step in becoming a Probation Officer with the GDC is to meet the minimum job requirements (listed below) and pass the Criminal Justice exam. Upon passing the Criminal Justice exam, applicants will be placed on a List of Available Applicants (LOAA) as being available to for employment in the county or counties that was selected on the application. The hiring location will review a LOAA to schedule interviews based on test scores and county/counties of availability.

Minimum Requirements:

- Have U.S. Citizenship
- Be at least 21 years of age

- Have an undergraduate degree from a four-year college or university
- Have no felony convictions

Probation Officer Testing:

The Criminal Justice exam is a three-hour timed, written, multiple-choice exam. Applicants with a passing test score (70) will be placed on a List of Available Applicants to be considered for job vacancies. The test score is valid one year from the date of the exam.

GDC offers walk-in test sessions at various locations on a monthly basis. Weekly testing is available in Atlanta, on the first and third Thursday of each month at 8:30 am and 1:00 pm, in Room 404-West Tower. Limited seating is available at the Atlanta Test Center. Applicants should call (404) 656-2728 to reserve a seat.

Saturday testing is also available at sites in Americus, Augusta, Gainesville, Milledgeville, Rome, Savannah, Thomasville and Waycross one Saturday per month.

Please visit the **GDC Employment web site** at www.GDCJobs.com or call the **GDC Job Information Line** at **1-888-343-JOBS**, or call **(404) 656-4730** to obtain test dates, locations and test times.

Re-test Policy:

The re-test policy allows applicants to take the test up to three times in a 12-month period. Applicants may take the test a second time 30 days after the first test date. Applicants may also take the test a third time 30 days after the second test date.

NOTE: Upon re-testing, the most recent passing test score will be kept, even if the most recent is lower than the one received within the previous 12 months. The test scores of those who violate the re-test policy will be discarded.

Training:

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

Advancement Opportunities:

- Chief Probation Officer
- Probation Officer III
- Probation Officer II

POST Entrance Exam:

ALL Correctional Officer applicants must take the POST Entrance Exam prior to applying for a position. **All Probation Officer candidates selected** to fill a Probation Officer position must take, and pass, the POST Entrance Exam prior to hire.

This exam is 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.

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.

Applicants are required to bring 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) to the test site, 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 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:

The re-test policy allows applicants to take the POST Entrance Exam every 6 months.

Counseling:

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

Job Opportunities:

- Counselor
- Chief Counselor

Training:

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

- Counselor Orientation Training
- Basic Group Counseling
- Group Facilitation Skills

Applicants, who meet the minimum qualifications for the job, may be notified by local correctional facilities Personnel offices regarding an interview.

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, GDC
- Food Service Supervisor, GDC
- Food Service Manager, GDC

Applicants, who meet the minimum qualifications for the job, may be notified by local correctional facilities Personnel offices regarding an interview.