



State of Missouri
DEPARTMENT OF CORRECTIONS
Ad Excelleum Conamur- "We Strive Towards Excellence"

The Missouri Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison, and on parole.

The Department of Correction employs approximately 11,000 staff in over 200 different merit classifications. An interested applicant must complete an application for employment at www.ease.mo.gov. After completing the application, further instructions will be sent to you via email; therefore, it is imperative that you periodically review your email account.

OUR BENEFIT PACKAGE INCLUDES:

- Major Health Insurance
- Paid Life Insurance
- Long-Term Disability Insurance
- Cafeteria Plan
- Direct Deposit
- Pre-Service & In-Service Training
- Credit Union
- 12 Paid Holidays per year
- Three weeks paid vacation per year
- Paid training and promotional opportunities
- MOST Program
- Savings Bonds

Qualified professionals looking for a challenging career should consider opportunities available at the Missouri Department of Corrections.

Our team is making a difference every day.

Eastern Region Recruiter

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Recruitment Supervisor

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Application Process

Applicants interested in a position with the Missouri Department of Corrections are encouraged to view a list of vacancies, as well as the online application at www.ease.mo.gov. You can find the Department of Corrections application at http://doc.mo.gov/documents/931-1419_DOC_Application_for_Employment.pdf Completion of both applications is required prior to completing the hiring process. After reviewing your application, if you are deemed qualified for the position for which you are applying, you will be notified via e-mail, which will be sent to the email address you provide. If the position requires an examination, the notification will provide you with the date, time and location of the examination(s). After completing the examination, your score(s) will be sent to your email address.

After assigning your score, your information will be placed on a list called a “Register of Eligibles”. The names will be in the order of the candidate’s scores. Some job classifications are scored based upon an applicant’s education and experience rather than a written examination.

All male applicants between the ages of 18 and 35 must be registered with the Selective Service System.

Hiring Process

When vacancies occur, State agencies have the option of requesting a “Register of Eligibles” and/or filling the vacancy via the transfer/re-employment/promotion process. If a “Register of Eligibles” is requested for the position for which you are applying, your information will be provided to the requesting agency for consideration. Merit System rules require that vacancies be filled from the top 15 % of available applicants from the “Register of Eligibles”. Your score determines whether or not you receive an invitation to interview. All classifications, with the exception of Corrections Officer I, use this hiring process.

Corrections Officer I Hiring Process

Monthly Salary: \$2167.00

In order to apply for this position, you must submit your application online at www.ease.mo.gov. If you are qualified for this position, you will be scheduled to attend the next available examination. The examination is offered at several locations throughout the State.

The Corrections Officer I position requires that you complete two (2) phases of testing:

Phase I: Corrections Officer I Video Examination – Approximately 2 hours.

Consists of 83 video scenarios. There are five (5) choices for each scenario, and each choice has a value from 0 to 5 points. Your test results will be sent to you via e-mail within two (2) weeks. You must score at least 80% to be considered for Phase II of this process.

Phase II: Pre-employment Screening Process – Approximately 3 hours.

During this process you will be interviewed, fingerprinted and participate in a

physical agility test. After completion of this phase, Department of Corrections will conduct a thorough background investigation. The background investigation can take up to 4 weeks.

If you successfully complete both phases, you will be considered for employment in the county you indicate interest.

Job Classifications

Includes job titles and the minimum qualifications. Jobs openings occur within various counties throughout the State. Although there may not be an immediate job vacancy in the position of your choice, your name will remain on the Merit System Register of Eligibles, which is used to fill the majority of the vacancies.

An asterisk (*) after the job title indicates a written examination is required to complete the job application process.

Missouri Department of Corrections Job Classifications

(Click on job title to see salary information)

Corrections Officer I *

This is an entry level position within the Correctional and Rehabilitation field. The following requirements will determine eligibility. Two or more years of work experience, which may include military service or self employment, possession of high school diploma or GED certificate and a valid operator's license. Must be 21 years of age and pass an essential functions test. Corrections Officers must have no felony convictions, no domestic violence convictions, no pending charges and cannot be on any type of probation. (Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year).

Probation & Parole Assistant I *

This is an entry level position within the Probation and Parole field. The following requirements will determine merit system eligibility. Two or more years of work experience and possession of high school diploma or GED certificate and a valid operator's license. Must be 21 years of age and pass an essential functions test. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis. (Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year).

Probation & Parole Assistant II *

The following requirements will determine merit system eligibility. One or more years of experience as a Probation and Parole Assistant I or as a Corrections Officer I with the Missouri Department of Corrections and possession of a high school diploma or GED certificate and a valid vehicle operator's license **Or** three or more years of work experience and possession of a high school diploma or GED certificate, and a valid vehicle operator's license. Must be 21 years of age and pass an essential functions test. (Earned credit hours from an accredited college or university may substitute on a

year-for-year basis for the required experience at a rate of 30 earned credit hours for one year).

Correctional Services Trainee*

This is trainee-level correctional service work in the area of adult probation and parole or corrections casework. To qualify, one must have graduated from an accredited four-year college or university with specialization (at least 15 semester hours) in criminal justice, social work, sociology or psychology. (Adult correctional casework or counseling, substance abuse counseling or closely related work may be substituted on a year-for-year basis for deficiencies in the required education. Two years of less related social casework, employment interviewing or counseling may be substituted for each year of deficiency in the required education.)

Corrections Caseworker I

This is professional social work with offenders/clients in an adult correctional/treatment center, requiring one year of professional experience in the field of adult corrections casework, probation and parole or substance abuse counseling; and graduation from an accredited four-year college or university with specialization (at least 15 semester hours) in criminal justice, social work, sociology or psychology. (Graduate work in the specified educational areas may be substituted on a year-for-year basis for the stated experience.) Additional qualifying experience or closely related work may be substituted on a year-for-year basis for the stated education. Two years of less related social casework, employment interviewing, education or counseling may be substituted for each year of deficiency in the stated education or experience.

Probation & Parole Officer I *

This is professional adult probation and parole work in a district office of the Division of Probation and Parole, requiring one year of professional experience in adult probation and parole or corrections casework and graduation from an accredited four-year college or university. (Graduate work in the specified education areas may be substituted on a year-for-year basis for the stated experience. Additional qualifying experience, substance abuse counseling or closely related work may be substituted on a year-for-year basis for deficiencies in the stated education. Two years of less related social casework, employment interviewing or counseling or closely related work may be substituted on a year-for-year basis for deficiencies in the stated education. Two years of less related social casework, employment interviewing or counseling maybe substituted for each year of deficiency in the stated education.)

Labor Supervisor

This is supervisory work in directing a group of laborers or offenders performing unskilled and semi-skilled manual work. This position requires three years of experience in manual and semi-skilled work, one year of which must have involved grounds work, manual work in assisting in the trades or other activities related to facility maintenance and upkeep, and completion of the eighth grade. (Vocational training in the building & mechanical, or electrical trade may be substituted on a year-for-year basis for a maximum of two years of the required experience.)

Maintenance Worker I

This is varied semi-skilled work in the maintenance and repair of buildings and equipment, requiring two years of semi-skilled experience in general maintenance work, and completion of the eighth school grade. (Post secondary training in an accredited vocational-training school in

one of the building, mechanical, or electrical trades may be substituted on a year-for-year basis for the required experience.)

Maintenance Worker II

This is varied semi-skilled and skilled work in the maintenance and repair of buildings and equipment, requiring four years of semi-skilled experience in building and plant maintenance, and completion of eighth school grade. (Post secondary training in an accredited vocational-training school in one of the building, mechanical, or electrical trades maybe substituted on a year-for-year basis for up to two years of the required experience.)

Maintenance Supervisor I

This is work involving the supervision of a small-to-moderate staff of semi-skilled and skilled employees (or offenders) in the construction and/or maintenance and repair of buildings and other structures. This position requires six years of semi-skilled work experience in building and plant maintenance including experience in the building, electrical or mechanical trades. (Post secondary training in an accredited vocation-training school in one of the building, mechanical or electrical trades may be substituted on a year-for-year basis for up to two years of the required experience.)

Maintenance Supervisor II

This is work involving supervision of a moderate-to-large group of skilled and semi-skilled employees (or offenders) in the construction and/or maintenance and repair of buildings and equipment in a very large institution/building. This position requires six years of semi-skilled work experience in building and plant maintenance including the building, electrical or mechanical trades of which one year must have been in a supervisory capacity. (Post secondary training in an accredited vocational-training school in one of the building, mechanical or electrical trades may be substituted on a year-for-year basis for up to two years of the required general experience.)

Electronics Technician

This is skilled technical work in the maintenance and repair of complex electro medical and other electronic equipment, requiring four years of full-time experience as an electronics technician in repairing and maintaining a variety of electronic equipment and systems including solid State circuitry. (Trade or technical school with specialization in electronics may be substituted on a year-for-year basis for two years of experience.)

Office Support Assistant (Clerical) *

This is intermediate-level clerical work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies, requiring one year of experience in office or related clerical work and graduation from high school. (One year of work experience will substitute for the first two years of high school; one year of work experience involving clerical duties will substitute for the last two-years of high school.)

Senior Office Support Assistant (Clerical) *

This is difficult clerical work involving supervisory responsibility over a number of employees and/or independent responsibility for complex clerical functions or processes. This position

requires three years of experience in office or related clerical work and graduation from high school. (One year of work experience will substitute for the first two years of high school; one year of work experience involving clerical duties will substitute for the last two years of high school.)

Office Support Assistant (Keyboarding) *

This is intermediate-level clerical and typing work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies, requiring one year of experience in typing or related clerical work and graduation from high school and the ability to type accurately from plain copy at the rate of 40 words per minute as evidenced by a passing grade in a typing performance test. (One year of work experience will substitute for the first two years of high school. One year of work experience involving clerical duties will substitute for the last two years of high school.)

Senior Office Support Assistant (Keyboarding) *

This is difficult clerical and typing work involving independent responsibility for complex clerical functions or processes and/or supervisory responsibility over a number of employees. It requires three years of experience in typing or related clerical work, the ability to type accurately from plain copy at the rate of 40 words per minute as evidenced passing grade in a typing performance test and graduation from high school. (One year of work experience will substitute for the first two years of high school. One year of work experience involving clerical duties will substitute for the last two years of high school.)

Administrative Office Support Assistant

One or more years of clerical support experience as a Senior Office Support Assistant under the Missouri Uniform Classification and Pay System.

OR

Four or more years of office or related clerical experience including one year at advanced clerical level (e.g., Senior Office Support Assistant) or two years above the entry level (e.g. Office Support Assistant); and possession of a high school diploma or a GED certificate. (One year of work experience will substitute for the first two years of high school; one year of work experience involving clerical duties will substitute for the last two years of high school. Training from a vocational or business school in office management, secretarial science or closely related areas or coursework from an accredited college or university may be substituted on a year-for-year basis for the stated experience.)

Account Clerk I *

This is routine bookkeeping and related clerical work in the maintenance and review of fiscal records. It requires one year of office experience and graduation from a standard high school, including or supplemented by a course in bookkeeping or accounting; or one year of office experience including considerable work in arithmetic computations; and graduation from a standard high school. (Any equivalent combination of education and experience, substituting one year of full-time paid employment in bookkeeping or related clerical work for the last two years of high school education, and substituting a year of such experience for the required course in bookkeeping or accounting. Additional general experience may be substituted on a year-for-year basis for the remainder of the formal educational requirements specified above. A year of college

or business college education including a course in accounting may be substituted for the required year of experience.)

Account Clerk II *

This position requires two years of office experience, including at least one year of full-time paid employment in commercial bookkeeping work involving the maintenance of a double-entry set of books or the application of advanced bookkeeping skills and graduation from a standard high school or two years of experience in the keeping of governmental accounts as an Account Clerk I or in a comparable job and graduation from a standard high school. (College or Business College with courses in accounting may be substituted on a year-for-year basis for the required two years of experience.)

Storekeeper I *

This is responsible work in the operation of a canteen, gift shop, or storeroom servicing an agency or facility requiring two years of experience in the keeping of stores and store records and graduation from a standard high school. (Business College or college education including courses in accounting, business or public administration may be substituted on a year-for-year basis for the required experience. One year of work experience will substitute for the first two years of high school and one year of work experience involving general clerical, record keeping, or keeping of stores will substitute for the last two years of high school.)

Storekeeper II *

This is supervisory work in the operation of a large central warehouse or work of comparable responsibility for perishable stores or for a major storekeeping function. Three years of experience in the keeping of stores and store records; and graduation from high school. (Business College or college education including courses in accounting, business or public administration maybe substituted on a year-for-year basis for the required experience. One year of work experience will substitute for the first two years of high school; and one year of work experience involving general clerical, record keeping or keeping of stores will substitute for the last two years of high school.)

Cook I *

One or more years of experience as a Food Service Helper with the Missouri Uniform Classification and Pay System.

OR

Six or more months of commercial, industrial, or institutional cooking experience.

(15 earned credit hours from an accredited college or university in food preparation, Dietetics, Nutrition, Foods and Nutrition, Food Service Management, or a closely related area may substitute for the required experience.)

Cook II*

This is skilled food preparation and cooking work in an institutional kitchen, that requires two years of commercial or institutional cooking experience. (Course work or training in cooking or food preparation may be substituted on a month-for-month basis for the required experience.)

Cook III*

This is supervisory work in directing and participating in large-scale food preparation in an institutional kitchen, requiring three years of commercial or institutional cooking experience of which one year must have been in a supervisory capacity (Course work or training in cooking or food preparation may be substituted on a month-for-month basis for the general experience.)

Food Service Manager I *

This is supervisory work in directing the preparation and service of food in a State facility. This position requires graduation from a four-year college or university with specialization in dietetics, nutrition, foods and nutrition, or food service management or four years of experience in large-scale food preparation and service of which at least one year must have been in a supervisory or management capacity involving menu planning, estimation of food requirements, requisition of supplies, supervision of food preparation and service, and graduation from a standard high school.

Food Service Manager II *

This is highly responsible supervisory work in directing the preparation and service of food in a large State facility. The position requires two years of supervisory or management experience in large-scale food preparation and service, involving menu planning, estimation of food requirements, requisition of supplies, supervision of food preparation and service and graduation from an accredited four-year college or university with specialization in dietetics, nutrition, foods and nutrition, or food service management, or six years of experience in large-scale food preparation and services of which at least three years must have been in a supervisory or management capacity involving menu planning, estimation of food requirements, requisition of supplies, and supervision of food preparation and service and graduation from a standard high school.

Recreation Officer I *

This is work in recreation and related activities in a State correctional facility. This position requires graduation from an accredited four-year college or university with specialization in recreation, physical education, leisure management or closely related areas. (Four years of diversified experience in the field of group recreation or physical education including responsibility for organizing, implementing, scheduling or overseeing recreation activities and graduation from high school will substitute for the stated education.)

Institutional Activities Coordinator *

This is professional work involving the coordination and monitoring of offender organizations and related activities in an adult correctional facility. It requires graduation from an accredited four-year college or university with specialization in the social or behavioral sciences, education, recreation, public relations or closely related areas or two years of experience in the care and treatment of criminal offenders or comparable military or law enforcement experience and completion of two years (60) semester hours of college. Additional qualifying experience may be substituted on a year-for-year basis for the required college education.

Executive I

This is technical work involving responsibility for a variety of business management or support

service functions or comparable work involving specialization in a more complex function. This position requires graduation from an accredited four-year college or university with specialization in accounting, public or business administration or closely related areas. (Four years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping or closely related activities of which two years must have been in a supervisory or semi-technical capacity and high school is viewed as alternately qualifying.)

Executive II

This is responsible professional supervisory and general administrative work involving direction of a variety of business management or support service functions or comparable work involving specialization in a more complex function. It requires one year of professional or technical experience in the administration of fiscal or budgetary controls, procurement, accounting or closely related areas at the level of Executive I, Accountant I or Storekeeper III and graduation from an accredited four-year college or university with specialization in accounting, public or business administration or closely related areas. (Clerical experience in fiscal or budgetary control, procurement, accounting or bookkeeping or closely related areas will substitute on a year-for-year basis for the first two years of college. Supervisory or semi-technical experience at the level of Clerk III, Account Clerk II or Storekeeper I in the above areas will substitute on a year-for-year basis for the last two years of college.)

Librarian I

This is professional library work in a State agency or facility requiring graduation from an accredited four-year college or university with specialization (15 semester hours) in library sciences or four years of experience working as an assistant (at or above the third clerical level) in a library involving the classification, filing, issuance and care of books and related materials.

Librarian II

This is advanced professional library work in a State agency or facility requiring a Master's degree in library science or one year of professional experience involving the application of standard library techniques and graduation from an accredited four-year college or university with specialization (15 semester hours) in library science.

Academic Teacher I

This is entry-level professional work in the instruction of pupils of normal, impaired or disabled learning abilities in a State correctional facility requiring possession of a Bachelor's degree in appropriate course work or in the field of education. (Possession of proof of ability to secure an appropriate provisional, life or professional teaching certificate from the Missouri Department of Elementary & Secondary Education.)

Academic Teacher II

This is responsible professional work in the instruction of pupils of normal, impaired or disabled learning ability in a State correctional facility. The minimum requirements for the position require 18 months of professional teaching experience on the elementary, secondary or adult basic education level and possession of a Bachelor's degree in appropriate course work or in the field of education or possession of a Master's degree in appropriate course work or in the field of education. (Possession of or proof of ability to secure an appropriate provisional, life or professional teaching certificate from the Missouri Department of Elementary and Secondary

Education.)

Academic Teacher III

This is advanced professional work in the instruction of pupils of normal, impaired or disabled learning ability in a State correctional facility. The minimum requirements for the position are; 36 months of professional teaching experience on the elementary, secondary or adult basic education level and possession of a Bachelor's degree in appropriate course work or in the field of education or 18 months of professional teaching experience on the elementary, secondary or adult basic education level and possession of a Master's degree in appropriate course work or in the field of education. (Possession of or proof of ability to secure an appropriate provisional, life or professional teaching certificate from the Missouri Department of Elementary and Secondary Education)

Special Education Teacher I

This is entry-level professional work in the instruction of pupils of impaired or disabled learning ability in a State correctional facility requiring possession of a Bachelor's degree with specialization in the field of special education. (Possession or proof of ability to secure an appropriate provisional, life or professional teaching certificate in special education from the Missouri Department of Elementary & Secondary Education.)

Special Education Teacher II

This is professional work in the instruction of pupils of impaired or disabled learning ability in a State correctional facility requiring 18 months of professional experience as a special education teacher and possession of a Bachelor's degree with specialization in the field of special education or possession of a Master's degree with specialization in the field of special education. (Possession or proof of ability to secure an appropriate provisional, life or professional teaching certificate in special education from the Missouri Department of Elementary and Secondary Education.)

Special Education Teacher III

This is advanced professional work in the instruction of pupils of impaired or disabled learning ability in a State correctional facility requiring 36 months of professional experience as a special education teacher and possession of a Bachelor's degree with specialization in the field of special education or 24 months of professional experience as a special education teacher and possession of a Master's degree with specialization in the field of special education. (Possession or proof of ability to secure an appropriate provisional, life or professional teaching certificate in special education from the Missouri Department of Elementary and Secondary Education.)

Education Supervisor I

This is professional work in the supervision of an educational program of moderate size and complexity in a State facility requiring twenty-seven months of professional teaching experience in elementary, secondary or special education and possession of a Master's degree in the field of education or in a teaching area and possession of a valid Principal's Certificate or Special Education Administrator's Certificate as issued by the Missouri Department of Elementary & Secondary Education. (Additional graduate education beyond the Master's degree in the above areas may be substituted for the experience on a nine-month for nine-month basis with a maximum substitution of 18 months.)

Guidance Counselor I *

This is professional academic counseling and guidance work with students in State correctional facilities. Possession of a Master's degree in guidance and counseling, vocational rehabilitative counseling or school psychology from an accredited college or university (Ability to secure a certificate in elementary or secondary school counseling or a school psychological examiner from the Missouri Department of Elementary & Secondary Education.)

Substance Abuse Counselor II

This is advanced professional counseling work in the treatment and rehabilitation of alcohol and/or drug dependent clients in a substance abuse rehabilitation/treatment program. It requires two years of professional experience in social work, counseling and guidance, rehabilitation, nursing or closely related areas of which at least one year must have involved some work in the rehabilitation or treatment of alcoholics and/or drug dependents and graduation from an accredited college or university with specialization in psychology, sociology, social work, nursing or closely related areas. (Graduate education from an accredited college or university in the above specified areas or other closely related areas may be substituted on a year-for-year basis for the required general experience.)

Substance Abuse Counselor III

This is advanced professional and supervisory work in the treatment and rehabilitation of alcohol and/or drug dependent clients in a substance abuse treatment/rehabilitation program. Three years of professional experience in social work, counseling and guidance, rehabilitation, nursing or closely related areas of which at least two years must have involved some work in the rehabilitation or treatment of alcoholics and/or drug dependents; and graduation from an accredited college or university in psychology, sociology, social work, nursing or closely related areas. (Graduate education from an accredited college or university in the above specified areas or other closely related areas may be substituted on a year for year basis for the required general experience.)