

Newly hired corrections officers go through training at the training academy



Food service managers work in a cook/chill operation at an institution

A substance abuse counselor speaks with an offender



Corrections officers work in the control center at one of the institutions

## Contact Information

If you're interested in a position with Missouri Department of Corrections, visit [doc.mo.gov](http://doc.mo.gov), [ease.mo.gov](http://ease.mo.gov) or contact a recruiting office near you.

### Central Region Recruiting Office

2729 Plaza Drive Jefferson City, MO, 65109

Tel: 573-526-6477

Fax: 573-522-1887

[doccentral@doc.mo.gov](mailto:doccentral@doc.mo.gov)

### Eastern Region Recruiting Office

901 Progress Drive, Suite 101 Farmington, MO 63640

Tel: 573-218-6051

Fax: 573-218-6055

[doceast@doc.mo.gov](mailto:doceast@doc.mo.gov)

### Western Region Recruiting Office

207 E. McElwain Dr., Suite B, Cameron, MO 64429

Tel: 816-632-3781 ext. 246

Fax: 816-632-3839

[docwest@doc.mo.gov](mailto:docwest@doc.mo.gov)

An Equal Opportunity Affirmative Action  
Employer Drug-Free Workplace



### Division of Human Services

Personnel Office

2729 Plaza Drive

Jefferson City, MO 65102

573-526-6484

[doc.mo.gov](http://doc.mo.gov)

[ease.mo.gov](http://ease.mo.gov)

*Striving Toward Excellence*

*Make it a*  
**Career**  
*in* **Corrections**

**Missouri Department  
of Corrections**

*Jeremiah W. (Jay) Nixon, Governor  
George A. Lombardi, Director*



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 Corrections has approximately 11,000 employees in more than 200 different merit classifications. Applicants for Corrections Officer I must complete an application at [doc.mo.gov](http://doc.mo.gov). Applicants for other positions must complete an application for employment at [ease.mo.gov](http://ease.mo.gov) or contact a recruiting office found on the back of this brochure.

### Our Benefits Package includes:

- Missouri State Employee Retirement System
- Deferred Compensation Plan
- Health Insurance - medical, vision, dental for employees and family
- Paid Life Insurance
- Long-Term Disability
- Cafeteria Plan
- 12 Paid Holidays per year
- 10 Hours Annual Leave per month
- 10 Hours Sick Leave per month
- Uniforms Provided when Required
- Pre-Service and In-Service Training
- Access to Credit Union
- Direct Deposit of Paycheck (required)
- Employee Health, Wellness and Safety Initiatives
- MOST 529 College Savings Program

### Application Process

Applicants interested in a position with the Missouri Department of Corrections are encouraged to view a list of vacancies at [doc.mo.gov](http://doc.mo.gov) or at [oa.mo.gov](http://oa.mo.gov). After completing the necessary application, if qualified for the position for which you are applying, you will be notified by email. If there is a required examination, you will be notified of the time and place of examinations). Your score(s) will be sent to you by email. Your name and score will also be placed on a “Register of

Eligibles.” Some job classifications are scored based only on education and experience.

All male applicants between the ages of 18-25 must be registered with the Selective Service System.

### Hiring Process

When vacancies occur, the state agency has the option of requesting a “Register of Eligibles” and/or filling the vacancy by the transfer/re-employment/promotion process. If a “Register of Eligibles” is requested, your name may be sent to the agency for consideration. Merit System rules require that vacancies be filled from the top 15 applicants or 15 percent of available applicants from the “Register of Eligibles.” Your score determines if you will receive an invitation to interview. All classes, with the exception of Corrections Officer I, use this hiring process.

### Corrections Officer I Hiring Process

If you are qualified for Corrections Officer I, you will be scheduled for the next available examination date. The Corrections Officer I position requires that you complete two phases of testing:

- **Phase I: Video Examination** — Your test results will be sent by email within 3-4 days. You must score at least 70 percent to be considered for Phase II. This minimal score is subject to change based upon the needs of the department.
- **Phase II: Pre-employment Screening** — This process consists of an interview and a physical agility test. After completion of this phase, a thorough background investigation will be conducted. The background investigation can take up to four weeks.

If you successfully complete both phases, you will be considered for employment in the county(ies) you selected on your application.

### Job Classifications

Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at [doc.mo.gov](http://doc.mo.gov) or [oa.mo.gov](http://oa.mo.gov).

- Corrections Officer I\*, II
- Probation & Parole Assistant I, II
- Corrections Case Manager I\*, II\*
- Probation & Parole Officer I\*, II\*
- Boiler Operator/Stationary Engineer
- Labor Supervisor
- Maintenance Worker I, II
- Maintenance Supervisor I, II
- Electronics Technician
- Office Support Assistant
- Senior Office Support Assistant
- Administrative Office Support Assistant
- Accounting Clerk
- Storekeeper I, II
- Cook I, II, III
- Food Service Manager I, II
- Recreation Officer I
- Investigator I, II, III
- Executive I, II
- Librarian I, II
- Academic Teacher I, II, III
- Special Education Teacher I, II, III
- Education Supervisor
- Substance Abuse Counselor I, II, III

*\* indicates a written examination is required to complete the application process.*