



EXAMINATION OPEN TO THE PUBLIC  
**CORRECTION OFFICER**

ANNUAL SALARY: \$39,666\*      SALARY GROUP: CO 07      APPLICATION CLOSING DATE: AUGUST 5, 2014 1:00 PM EST      EXAM NO: 141110OCMB

\*Salary increases to \$44,073 annually after successful completion of 10 week training program.

APPLICATIONS MUST BE FILED ON THE INTERNET: : <http://das.ct.gov/employment>

**APPLICATION FILING DATES:** July 22, 2014 1:00 p.m., EST– August 5, 2014 1:00 p.m, EST  
[SEE TEST DATES BELOW!](#)

**PURPOSE OF CLASS:** In a Connecticut correctional institution or community correctional center, this class is accountable for the confinement, safety, control and monitoring of sentenced and/or unsentenced inmates and for the security of the facility.

**QUALIFICATIONS:** Applicants for Correction Officer must:

1. Possess a High School Diploma or G.E.D (General Educational Development) certification by August 5, 2014.
2. Be at least 21 years of age by August 5, 2014.
3. Be in general good health, free from any disease or injury which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform all the duties of the position.
4. Have a good educational and/or work record and excellent moral character.
5. Be free from any felony convictions.

**HOW TO APPLY FOR THIS EXAM:** The Application Form for *Correction Officer* and copies of this exam announcement can be found on the Internet by accessing the DAS Internet Site: <http://das.ct.gov/employment> The special Application Form for Correction Officer must be completed and filed on the DAS Law Enforcement Exam Website. The Internet application takes approximately ten minutes to complete and provides immediate confirmation that your application has been submitted. It also allows you to select the date, time and location of your written test. Free Internet access is available at the Department of Labor Connecticut Works Centers and at most town libraries. The standard State of Connecticut CT-HR-12 application will not be accepted for this exam. All applications must be submitted online no later than 1:00 PM EST on August 5, 2014. Please note incomplete applications and applications received on incorrect forms will not be accepted. Applicants must have or create a BizNet account before completing and submitting the application form. (Leave time for this step.)

**IMPORTANT EMPLOYMENT INFORMATION:** (1) Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Operator's license. (2) At the time of appointment, candidates will be required to participate in a formal training course in correctional work to develop the knowledge of correctional custody procedures necessary to function effectively. (3) Candidates will be required to be U.S. Citizens by the date of appointment. (4) Incumbents may be exposed to significant stress of confinement within a dangerous and volatile prison population; may be exposed to considerable danger of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions. (5) Incumbents in this class must be willing to work day, evening, night and weekend shifts.

**SELECTION PROCESS:** The following elements may be part of the Correction Officer selection process depending upon how far you advance through the process and whether a conditional offer of employment has been extended to you.

**Written Test** - multiple choice questions to measure such areas as: observation, memory, problem solving, judgment, logical reasoning, reading comprehension, skill in counting and basic math, interpersonal skills, written communication skills, work behaviors, styles, preferences and interests. **The written test will be held on selected dates from August 8, 2014 – August 25, 2014. Candidates are required to take the written test on the date, time and location for which they are scheduled. (There will be no make-up examinations. No Exceptions.)**

**Structured Interview** – candidates will take part in a structured employment interview to assess oral communication skills and qualifications and suitability for the job. You will be asked to do a writing sample at the time of the interview.

**Background Investigation** – a comprehensive background investigation that may include, but is not limited to, a review of employment, education, training, criminal, and motor vehicle histories.

**Medical Evaluation** – the medical examination includes a comprehensive medical/physical examination, including a controlled substance screening.

Successful completion of all phases of the selection process means that you are eligible to be considered for appointment as a Correction Officer.

**Correction Officer Training Program:** If you are selected to be a Correction Officer you will enter the physically and mentally demanding training program. The 10 week training program includes classroom instruction, practical exercises, physical conditioning and on the job training.

**OUT-OF-STATE APPLICANTS:** Out-of-state applicants are advised that they may need to visit Connecticut several times, depending on how far they advance through the selection process.

**MORE INFORMATION:** For more information about the job of a Correction Officer, employment benefits, the written test, and the Department of Correction visit the Department of Administrative Services website [das.ct.gov/employment](http://das.ct.gov/employment), select **Law Enforcement Website and then Correction Officer.** Print and carefully read the **State of Connecticut Correction Officer Selection Process General Information and Preparation Guide.**

**APPLICANTS ON ACTIVE MILITARY DUTY:** Special testing accommodations may be made for applicants on active military duty at the time of the application filing period or actual examination dates. Please contact [LawEnforcement.Exams@ct.gov](mailto:LawEnforcement.Exams@ct.gov) for more details. Documentation showing out of state deployment will be required.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.