

## Correctional Officer - Oregon State Correctional Institution (Salem)

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Company: State of Oregon

Location: Salem

Category: other-general

### Job Description:

#### ***Oregon Department of Corrections Mission***

To promote public safety by holding offenders accountable for their actions and by reducing the risks of future criminal behavior.

Are you looking for a career that will challenge your personal fitness, intellect, and maturity? What if your work environment could include various tasks allowing you to gain insight on yourself and others?

Becoming a Correctional Officer may be the way to fulfill those goals! The Oregon Department of Corrections' (DOC) next Basic Corrections Course is starting soon, and we want you to be one of our students!

As a Correctional Officer, you will set limits, provide good role model examples, and assist in facilitating positive change in the lives of adults in custody (AIC).

This announcement is for **Oregon State Correctional Institution (OSCI)** located in Salem, Oregon. DOC offers many positions across Oregon – locations include Baker City, Lakeview, Madras, Wilsonville, Ontario, Salem, Tillamook, Pendleton, Portland, and Umatilla.

If you are interested in additional locations, you will need to apply to announcements that are specific to that facility.

Our Basic Corrections Courses (BCC) fill up quickly, so act fast! If a career in corrections interests you, don't hesitate – schedule your today and then apply! (Please review the details below.)

Once hired, you will begin by attending the Basic Corrections Course (BCC). Your training is on-the-job, meaning you will start earning a paycheck during your training! Previous correctional experience is not a requirement. We invest in training and educating YOU, if you have the right personal attributes! At DOC we are looking for people with the right integrity, passion for helping others, and motivation. This position is an entry level position. Your first year is considered to be a probationary period including the BCC (seven-weeks training in our academy course, this training is eligible for college credit towards your degree), classroom training, online courses, health and fitness classes, force skills training, and a comprehensive Field Training Evaluation Program (FTEP). BCC is certified by the Department of Public Safety and Standards Training (DPSST). For the duration of the probationary period, work hours, shifts, and days off will vary based on the needs of the institution.

All Correctional Officer positions are union represented — training, work hours, breaks, days off, etc. will be determined by your institution's labor contract. Once the probationary period is completed, work shifts and days off may be subject to a bid process in accordance with the applicable labor contract.

**Applicants for Correctional Officer must schedule the National testing Network (NTN) REACT (Baseline) test before applying to this announcement.**

**\*\*NTN REACT testing now available via Virtual Testing and at most of your local institutions! Please read all . The REACT test will need to be taken and passed prior to your application being processed.\*\***

Please read the entire job announcement prior to submitting your application. There are specific instructions for applying and we are here to help you be successful in this process. Before you are scheduled for an interview you will be required to complete an electronic statement of personal history. The personal history questionnaire (eSOPH) consists of 12 topics. Topics include personal information, relatives, education, residence history, employment history, personal references, law enforcement applications, military, legal, drug use, motor vehicles, and other topics. You will provide information for each topic for the past five years or since the age of 18.

While on the website, please review the following for a better understanding:

All information related to the Oregon Department of Corrections Correctional Officer position, including minimum requirements, salary, and benefits.

Detailed information about the testing process for the entry level test.

Opportunity to purchase and take online practice tests.

Schedule a convenient test time.

DO NOT apply for a Correctional Officer position on the NTN site, these applications do not come to us. Apply via our announcement.

DO NOT schedule an ORPAT, we administer the CORPAT during the BCC.

Upon completion of the NTN exam, all scores are automatically forwarded to DOC. You must have a passing score of 70 percent in all areas of the exam in order to move to the next step of the application review process.

### **Nature of the Work**

As a Correctional Officer, you will work in a team setting to maintain order within the institutions, enforcing rules and regulations while providing care to ensure safety and security. You will help adults in custody be orderly and obey agency guidelines and standards while monitoring their activities and supervising their work assignments. Cell checks and searches of adults in custody and their living quarters for contraband, settling disputes, and enforcing discipline are often required. Observing, inspecting, and reporting of safety, sanitary, and fire hazard are routine.

### **What's in it for you?**

DOC employee benefits include medical, dental, vision, and basic employee life coverage through the (PEBB) and retirement benefits through the (PERS). Paid vacation leave and sick leave are accrued monthly and wage increases are awarded in accordance with the applicable labor contract.

Additional applicable incentives:

Possible 5% differential for foreign language proficiency

4% SWAT Member (eligible to try out after trial service completion)

4% Crisis Negotiation Team (eligible to try out after trial service completion)

4% Field Training Officer (eligible to apply after trial service completion)

Vacation time accruals base on years of service

Shift differential – employees shall be paid one dollar (\$1.00) for all hours of any shift, which starts between the hours of 12 noon and 3 a.m. A portion of an hour is a period of thirty (30) minutes or greater.

### **Minimum, Special Qualifications, and Required & Requested Skills:**

#### **Minimum Qualifications**

Possess a high school diploma or GED

Be 21 years of age or older

United States citizen

Meet

Possess reading comprehension, report writing, and retention abilities

Satisfactorily complete an ODOC background investigation

#### **Special Qualifications**

Must pass NTN test with a minimum score of 70 percent in all areas

Good employee work history

Have a history of law abiding behavior

Pass a psychological evaluation and risk assessment as required by

No evidence of substance abuse

Proficient using computers

Must possess a valid driver's license

All applicants for, and employees in this classification/position, shall be subject to testing for the use of prohibited drugs.

## **Required and Requested Skills**

The National Testing Network also provides dimensional ratings on applicants. We review for the following:

### Good ratings

Working as a team member

Ability to effectively take control of situations

Cooperative in supporting management's goals

Making choices reflecting good integrity

Ability to support and communicate with other staff

### Acceptable ratings

Use of grammar and understanding of written content.

### Low risk ratings

Of being unprofessionally involved with offenders

Conducting yourself in abrasive style and miss use of authority

Experience in a public safety occupation

## **The Selection Process:**

### **Step 1**

Pass the Correctional Officer with a score of 70 percent or higher in all areas. NTN test scores are valid for one year with DOC.

### **Step 2**

Submit your Workday online application. This is the only acceptable application for the department.

### **Step 3**

DOC will review and process your application.

A criminal history check will be completed from information gathered through various sources including, but not limited to: Law Enforcement Data System (LEDS), National

Crime Information Center (NCIC), Department of Motor Vehicles (DMV), or other regional and national computer databases.

#### **Step 4**

Personal Information

Relatives

Education

Residence History

Employment History

Personal References

Law Enforcement Applications

Military

Legal

Drug Use

Motor Vehicles

Other Topics

#### **Step 5**

As vacancies occur, you will be contacted for a Preliminary Assessment Interview. You may login to Workday to check the status of your application at any time.

#### **Step 6**

If you are selected for further review DOC will contact you to complete the background investigation from the information you provided in the eSOPH documents.

#### **Step 7**

The institution may connect with you for a meet and greet.

#### **Step 8**

If selected, there will be a conditional offer and you will be required to pass a medical exam in accordance with DPSST's physical requirements.

DOC will also request your fingerprints.

[Apply Now](#)

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