



CIVIL SERVICE COMMISSION  
**COUNTY OF MADERA**  
ANNOUNCEMENT OF EXAMINATION  
Equal Opportunity Employer

**CORRECTIONAL OFFICER I**  
**\$2518 - \$2644 - \$2776 - \$2915 - \$3060/Month**

**POSITION:**

Essential

Functions:

Perform the full range of Correctional Officer duties involved in the operations of the County correctional facility including to participate in supervising the conduct of prisoners, the booking and screening procedures, and the transportation of prisoners.

Perform office assignments.

Answer questions and provide information to inmates and the public.

**APPLICATION:**

Apply:

Department of Human Resources  
Madera County Government Center, 4<sup>th</sup> Floor  
200 W. 4<sup>th</sup> Street, Madera, California 93637

Phone: (559) 675-7705

TDD Telephone: (559) 675-8970

24-Hour Job Line: (559) 675-7697

Website: [www.madera-county.com](http://www.madera-county.com)

**FINAL FILING DATE: CONTINUOUS**

**Applications received by: April 25, 2008**

**Tentative testing date: Fourth week in May**

**Applications received by: May 30, 2008**

**Tentative testing date: Second week in July**

**Applications received by: July 7, 2008**

**Tentative testing date: Third week in August**

(Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ***\*Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources

**PHYSICAL:**

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

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**\*Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment. Candidates will be required to successfully complete a polygraph examination, psychological assessment, and background investigation.**

**EXAMINATION PROCESS:**

The examination for Correctional Officer I will consist first of a written examination. Candidates attaining the minimum pass point on the written examination will then participate in an oral interview before a qualifications appraisal panel and must successfully complete a physical agility test (pass/fail).

Final scores will be weighted and will consist of 40% of the written examination score and 60% of the oral interview score. Other portions of the examination will be pass/fail.

Candidates passing all three portions of the examination process will have their names placed on an eligibility list from which certifications to the Department of Corrections will be made. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination, which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications.

Once a candidate's name is certified to the Department of Corrections, a background investigation shall be completed. Subsequent to an offer of employment, the candidate will be scheduled for a psychological evaluation and a physical examination. No appointment will be made prior to the recommendation on the psychological evaluation and the medical determination of the County physician. Candidates may also be subject to pre-employment drug testing and polygraph.

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

**QUALIFICATIONS:**

- Knowledge of:      Basic correctional procedures and inmate control problems.  
Occupational hazards and standard safety procedures necessary in the assigned area of assignment.
- Skill to:            Operate modern office equipment.  
Learn to operate specialized facility equipment.
- Ability to:         Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Learn proper firearm use and maintenance.  
Learn proper use and application of mechanical restraints, soft restraints, and chemical agents.  
Learn inmate security procedures.  
Learn booking and release procedures.  
Learn basic First Aid principles and practices.  
Learn the problems related to the care and custody of prisoners.  
Assist in maintaining effective discipline among prisoners during a variety of activities.  
Analyze situations carefully and adopt effective courses of action.  
Communicate with inmates and inmate families.  
Interact effectively with individuals from diverse backgrounds.  
Represent the Department of Corrections with the public and inmates.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

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**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*SOME PREVIOUS EXPERIENCE WORKING WITH PEOPLE IN A SETTING REQUIRING GROUP CONTROL IS HIGHLY DESIRABLE; **AND** EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE; **AND** ABILITY TO COMPLETE THE REQUIREMENTS FOR CALIFORNIA PENAL CODE 832 WITH FIREARMS AND CHEMICAL WEAPONRY TRAINING; **AND** ABILITY TO COMPLETE THE BOARD OF CORRECTIONS' CORRECTIONS OFFICER BASIC ACADEMY; **AND** POSSESSION OF, OR ABILITY TO OBTAIN, CPR AND FIRST AID CERTIFICATION; **AND** POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE, VALID CALIFORNIA DRIVER'S LICENSE.*

**SPECIAL REQUIREMENTS:**

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

**BENEFITS:**

Benefits of employment with the County of Madera include 11 ½ paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); 3% at 55 Safety Retirement (single highest year); County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Correctional Officer I-Continuous

March 24, 2008  
(08-030)

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.**