

Notice of Examination

The Shelby County Law Enforcement Personnel Board
for Shelby County, Alabama, Sheriff's Office
announces an examination for Corrections Officer

Purpose: to fill current and/or future vacancies in the Shelby County Sheriff's Office Correctional Facility

Starting Salary: \$15.95+ per hour; **Maximum Salary:** \$27.63+ per hour, effective 10/7/16

Examination Date and Time: **Saturday, August 19, 2017 at 1:00 p.m.**; check-in begins 12:30 p.m.

Application DEADLINE: Paperwork must be received no later than **4:30 p.m. Thursday, August 3, 2017**

Fringe Benefits Include: Group medical insurance, pension plan, paid vacation, holidays, sick leave, and other types of leave, job security; educational and/or fitness incentives for those who qualify

Place and Procedure

Exams are held at Chelsea High School's lunchroom (10510 Hwy. 11, Chelsea, AL 35043; I-65 Pelham exit 242, E on Co. Rd. 52, N on CR 11, school is on right; or E on Hwy. 280, rt. on Old 280, to Co. Rd. 11, school is 2 miles south on left). Info package available at SCLEPB ofc. in Butch Ellis Community Svcs. Bldg., 108 W. College St., Rm. 102, Columbiana, AL 35051, behind Courthouse (8-4:30 M-F), or print from Sheriff's Ofc.'s website: www.shelbyso.com under Career Opportunities. Hand-deliver to LEPB ofc., or mail to SCLEPB, P.O. Box 1006, Columbiana, AL 35051 and you will be called: a completed **application (KEEP A COPY!)**; résumé; copy of H.S. diploma **OR** H.S. transcript w/grad. date **OR** G.E.D., even if you attended college; Applicant Statement and Authorization to Release Information (pg. 18 of app., signed in front of a notary); and copies of any pertinent credentials/awards/certificates/letters of recommendation. **We do not send reminders – THIS IS YOUR ONLY NOTIFICATION of the written exam.** We do not give out study guides. Take road around **north/left** side of school and **park in rear** near lunchroom. Current valid driver license required for admission. Test administrator checks off list of pre-registered applicants **and locks the door at 1 p.m.** Exam takes 2-2½ hrs. Scores are mailed. Sheriff's Office notifies qualified applicants of PT, etc. **Exam is held quarterly, but you may take it only ONCE per year, so please be sure you can pass the fitness test in a few weeks.** Please notify LEPB of name/address/ph #/job changes.

Age requirements: Minimum age to take examination is 18 years; 19 years to be appointed

Education: HS diploma, HS transcript with graduation date, or G.E.D.; submit copy of one with application

Other: All sworn law enforcement personnel must be USA citizens; all Corrections Officer applicants must pass the **Physical Agility/obstacle-course portion** of the APOSTC fitness test (requirements available in LEPB office or online), background investigation, interviews, polygraph, personality inventory, doctor's physical, and drug screen prior to appointment; **NO children or pets allowed at written or physical testing**

Examination Subjects & Weights: Ability to follow oral and written instructions; ability to read and comprehend written material; logical reasoning; memory and observation; **Passing score: 70**

Job Duties: For job descriptions of all four open-examination classifications, see www.shelbyso.com, Career Opportunities; also available in the SCLEPB office

NOTE: This exam will be held at a Shelby County School. A law is in effect prohibiting smoking in schools and on school grounds, so **THERE IS NO SMOKING – EITHER IN THE SCHOOL, ON THE SCHOOL GROUNDS, OR EVEN IN THE PARKING LOT IN CARS. ALSO, NO FIREARMS ALLOWED.** This is to uphold the law and to keep our children's educational environment clean and safe.

An Equal Opportunity Employer

The Shelby County Law Enforcement Personnel Board provides a public personnel system based on merit principles. It strives for the constant improvement to the public service by employing and developing the best-qualified people available. Every applicant is rated solely on ability, regardless of race, color, religion, gender, national origin, age, marital status, veteran status, disability, or any other legally-protected status.