

**CORRECTIONS RECRUIT
DEPARTMENT OF CORRECTIONS**

NATURE OF WORK IN THIS CLASS

This position involves receiving on-the-job training in performing clearly defined routine correctional work.

Employees in this class perform restricted rehabilitation and custody of inmates duties under the close supervision of a Correctional Officer III or above. Work is monitored through observation, and quality of participation and reports submitted.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs the following on-the-job training duties:

Stands watch at control rooms, facility gates, or inmate cells.

Patrols correctional facility grounds.

Takes inmate counts and ensures constant surveillance of the compound.

Searches inmates and visitors entering and leaving the correctional facility.

Reports all unusual incidents that occur during duty hours.

MINIMUM KNOWLEDGE, ABILITIES, and SKILLS

Knowledge of local and federal correction laws, rules, regulations, policies, and procedures.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively.

Skill in the safe operation of a motor vehicle.

Skill in the use and care of firearms.

Skill in administering first aid.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or attainment of a general equivalency diploma; and successful completion of the Guam Community Collect Pro-Tech Institute's Criminal Justice Academy, or an equivalent Peace Officer Standard Training (POST) certified program from an accredited institution.

NECESSARY SPECIAL QUALIFICATIONS

Must be a U.S. citizen or permanent resident of the Territory of Guam; or a citizen of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia.

Must possess a valid Guam driver's license.

Must possess a valid Guam firearm identification card.

Must be in good health and physical condition.

ESTABLISHED: JUNE 1997
AMENDED: NOVEMBER 1997

PAY GRADE: F

HAY EVALUATION:

KNOW HOW:	CI1	100
PROBLEM SOLVING:	B2 (16%)	16
ACCOUNTABILITY:	B1A	<u>19</u>
TOTAL POINTS:		135



ELOY P. HARA
Executive Director
Civil Service Commission