

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 Co. Sheriff's Ofc. Correctional Facility

Starting Salary: \$17.18+ per hour; **Maximum Salary:** \$25.52+ per hour, effective 10/3/08

Examination Date and Time: Saturday, August 21, 2010 at 1:00 p.m.; check-in begins 12:30 p.m.

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

Exam will be held in Chelsea High School 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., rm. 102 in Butch Ellis Community Svcs. Bldg. behind Courthouse in Columbiana (8-4:30 M-F), or print from Sheriff's Office's website: www.shelbyso.com under Career Opportunities. Bring or mail to SCLEPB, P. O. Box 1006, Columbiana, AL 35051 the following items: completed application; résumé; copy of high school diploma **OR** H.S. transcript w/graduation date **OR** G.E.D., even if you attended college; Applicant Statement and Authorization to Release Information form (pg. 18 of application, signed in front of a notary – required for background check); and copies of pertinent credentials/awards/certificates. **Paperwork must be received no later than 4:30 p.m. Thursday, August 5, 2010. We do not mail reminder notices – THIS IS YOUR ONLY NOTIFICATION OF THE WRITTEN EXAM.** Take road around north/left side of school and park in rear near lunchroom. You must show a valid driver license to be admitted. Test administrator checks off list of pre-registered applicants **and locks the door at 1 p.m.** Exam takes 2 to 2½ hours. All scores are mailed. Sheriff's Office notifies qualified applicants of fitness test in a few weeks. **This exam is held quarterly, but each person may take it only ONCE a year, so please be sure you can pass the fitness test a few weeks later.** Please notify LEPB of name/address/phone number/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: Applicants must be USA citizens, and must pass the APOSTC fitness test (requirements available in LEPB office or online), background investigation, interviews, personality inventory, polygraph, doctor's physical, and drug screen prior to appointment

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.