

CORRECTIONS OFFICER

Public Notice is hereby given of an open competitive examination to establish an eligible list for the position of Corrections Officer in the classified service of the City of Parma, Ohio. **Parma is an equal opportunity employer and strongly encourages minorities to apply.**

FILING OF APPLICATION

Test application and further instructions may be obtained from the National Testing Network starting on Tuesday, May 2, 2023, through Tuesday May 16, 2023, at midnight. General questions regarding the testing process should be directed to the Civil Service Office at 440-885-8060.

EXAMINATION

Website: www.nationaltestingnetwork.com

MINIMUM REQUIRMENTS FOR ENTRANCE TO THE EXAMINATION

- Experience: Must be 21 years of age. A certified copy of your BIRTH CERTIFICATE must be uploaded to the NTN website.
- Education: High School Diploma or GED certificate. An ORIGINAL DIPLOMA or GED Certificate must be uploaded to the NTN website.
- License: Must have a valid Ohio Driver's license. An Original OHIO DRIVER'S LICENSE must be uploaded to the NTN website.
- Citizenship: Must be United States citizen or have legally declared an intent to become a citizen. If applicable, attach copy of CITIZENSHIP PAPER OF DECLARATION OF INTENT must be uploaded to the NTN website.

Salary: Full time starting salary: \$46,714.35

ELIGIBLE LIST: Candidates must pass the written exam to be placed on the eligible list for Corrections Officer. Said placement is conditional to passing a criminal history record verification through both the Federal and the State of Ohio Bureau of Criminal Investigations (BCI) check. A candidate will also be required to pass a physical exam, post polygraph exam and psychological exam.

SEE ATTACHED JOB DESCRIPTION FOR MORE DETAILS

EXTRA CREDIT

VETERAN'S CREDIT: Veterans providing COPY OF HONORABLE OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20%** of their score provided they receive a passing grade of 65% video, 75% on the reading test, and 70% on the count test.

EDUCATION CREDIT: Candidates providing a COPY OF BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE in any subject, shall receive an additional **20%** of their score provided they receive a passing grade of 65% video, 75% on the reading test, and 70% on the count test.

Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE in any subject, shall receive an additional **10%** of their score provided they receive a passing grade of 65% video, 75% on the reading test, and 70% on the count test.

CORRECTIONS OFFICER:

Candidates providing satisfactory evidence of being employed as a CORRECTIONS OFFICER for at least one (1) year of the last three (3) years immediately preceding the date of this posting shall receive an additional **10%** of their score provided they receive a passing grade of 65% video, 75% on reading test, and 70% on the count test.

OPOTA:

Candidates providing a valid OPOTA CERTIFICATION FOR BASIC TRAINING FOR FULL-SERVICE JAIL PERSONNEL shall receive an additional **10%** of their score provided they receive a passing grade of 65% video, 75% on reading test, and 70% on the count test.

THE MAXIMUM TOTAL CREDIT SHALL BE 20% OF A CANDIDATE'S PASSING SCORE

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office at 440-885-8060.

By the order of the Parma Civil Service Commission
Timothy A. Boyko, Chairman
Daniel A. Hoffman
An Equal Opportunity Employer