

# Seventh Judicial District Department of Correctional Services Position Vacancy Notice-Posting Number 19-4A

Position: **Residential Officer Position**

Posting Date: Monday August 13, 2018

Closing Date: Thursday, August 16, 2018 at 8 AM

Location: RCF, Davenport, Iowa

Work Schedule: 1600 - 2400 Tuesday, Wednesday, Thursday, Friday, Saturday  
Days Off: Sunday & Monday

Pay: State Pay Plan 014, Pay Grade 23

Job Description: Performs paraprofessional tasks in the rehabilitation, control, and security of clients in a community corrections facility. Performs related work as required.

Qualifications: Two years of college courses, or any equivalent combination of college education and human services or criminal justice experience which provides the required knowledge, skills, and abilities to equal the two year minimum, or graduation from high school or a GED and two years of human services or criminal justice experience.

Special Requirements: Must satisfactorily complete required pre-employment testing and a background investigation, including criminal history data. Barring reasonable accommodation under the Americans with Disabilities Act, employees must possess or have the ability to obtain a valid driver's license, and the ability to be insured under the district's auto insurance coverage. Must adhere to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to bloodborne pathogens. Will be required to be certified in First Aid and CPR.

## **Application Procedures**

Transfer within Employing Unit: (7<sup>th</sup> Dist Resd.) Submit written requests or e-mails to Carl Hamilton, RCF, Davenport, IA no later than closing date and time. **Please note above Posting Number on your response.** Implementation of transfers may be limited by staff member's gender to assure operational requirements and compliance with PREA.

Promotional Requests: Submit written promotional requests or e-mails to Carl Hamilton, RCF, Davenport, IA no later than closing date and time. **Please note above Posting Number on your response.**

New Employee Applicants: Applications can be obtained from and submitted to Mary Lee Neff, Administrative Assistant, 605 Main St. Davenport, IA. 52803 by the closing date.

## **Affirmative Action – Equal Opportunity Employer**

Date Posted: August 13, 2018 Staff Initials: mln