

# GEORGIA DEPARTMENT OF CORRECTIONS

## VACANCY ANNOUNCEMENT



**GEORGIA DEPARTMENT OF CORRECTIONS**

**HUMAN RESOURCES DIVISION**

**CENTRAL PERSONNEL ADMINISTRATION**

Floyd Veterans Memorial Building  
#2 Martin Luther King Jr. Drive  
Room 770 - East Tower  
Atlanta, GA 30334

Information - 404.656.4730

Fax Number - 404.656.9953

**Job Information Line - 1.888.343.JOBS**

**[www.dcor.state.ga.us](http://www.dcor.state.ga.us)**

VACANCY ANNOUNCEMENT # 1442

APPLICATION DEADLINE DATE: 12/24/04

# Applicant Instructions

Vacancies are open to all qualified applicants.

Applications and/or resumes are accepted for **announced jobs only**.

To apply for an announced job vacancy, applicants must submit a State of Georgia Application for Employment (form GMS 27-1) or a resume to the location advertising a vacancy.

Resumes are accepted in lieu of an application for all jobs except Correctional Officer and Probation Officer.

Applicants who submit a resume must indicate the job for which they are applying.

## **CORRECTIONAL OFFICER APPLICANTS**

Applicants for Correctional Officer positions must take and pass the Correctional Officer exam prior to being hired.

GDC offers testing in various locations throughout the State. To view a listing of the monthly test sites, please visit the GDC Website at [www.dcor.state.ga.us](http://www.dcor.state.ga.us) in the Employment section. This listing can also be heard on the toll-free Job Information Line at 1-888-343-JOBS.

Correctional Officer applicants may test in Atlanta every Wednesday at 1:00 PM, excluding holidays. Please call (404) 656-2724 for additional information and directions to the test site.

Applicants for **Correctional Officer will complete a scannable** Correctional Officer Application at the test site.

## **PROBATION OFFICER APPLICANTS**

Applicants for Probation Officer positions must take and pass the Criminal Justice exam prior to being hired.

Applicants for **Probation Officer must** submit a State of Georgia Application for Employment (form GMS 27-1). Applicants will receive a test appointment notification in the mail within three weeks of submitting their application. Applicants may also register on-line at [www.thejobsite.org](http://www.thejobsite.org) to test at a Saturday test site.

Probation Officer applicants may test in Atlanta on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 8:30 AM and 1:00 PM, excluding holidays. Please call (404) 656-2724 for additional information and directions to the test site.

## **OTHER APPLICANTS**

Applicants for all other jobs will be screened for the training, experience, and/or competencies listed as the Minimum Qualifications for the job. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the Preferred Qualifications.

All males between the ages of 18 and 26 are required to present proof of having registered with the Selective Service or proof of being exempt from registration prior to being hired.

Selectees for some jobs may be required to pass a pre-employment drug test.

C - Classified position

U - Unclassified position

**NOTE:** Information in this announcement is subject to change.

The Georgia Department of Corrections is an Equal Opportunity Employer.

**NOTICE TO APPLICANTS**

Due to budget restrictions, the Georgia Department of Corrections is currently announcing a limited number of vacancies. This announcement reflects the job vacancies that have been approved to be filled.

Applicants, for Georgia Department of Corrections vacancies, may continue to monitor the following sources of applicant information:

GDC Job Information Line @ 1-888-343-JOBS.

GDC web site @ [www.dcor.state.ga.us](http://www.dcor.state.ga.us)

**SECURITY**

**Correctional Officer (PG 11) - Entry Salary \$23,613.60 annually**

**MINIMUM QUALIFICATIONS**

Any combination of training and experience which would enable the applicant to meet the minimum standards of the Georgia Peace Officer Standards and Training Council. Incumbents in the job are by law considered to be peace officers.

**NOTE:** Some Correctional Officer positions require a valid Class C driver’s license.

**NECESSARY LEGAL REQUIREMENT**

Incumbents in this job are by law considered to be peace officers. Therefore, applicants for this job must meet standards prescribed by the Georgia Peace Officer Standards and Training Council.

**PREFERRED QUALIFICATIONS**

One year of full-time experience as a uniformed officer in a correctional setting.

**OR**

Completion of at least an Associate’s degree in criminal justice, psychology, sociology, or a directly related field.

**NOTE: Applicants for Correctional Officer (CO) positions must earn a passing score on the CO test. Call one of the facilities listed below or 404-656-4730 for testing information.**

Contact Person:	Personnel AUTRY STATE PRISON P. O. Box 648 Pelham, GA 31779 229-294-6608 per-autrsp@dcor.state.ga.us	Position No (s): 00116093 (U), 00116154 (U) 00118809 (U)
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Contact Person:	Personnel AL BURRUSS CTC P. O. Box 5849 Forsyth, GA 31029 478-994-7559 per-burrsp@dcor.state.ga.us	Position No (s): 00110845 (U), 00110866 (U) 00110885 (U), 00110918 (U)
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Contact Person:	Personnel DODGE STATE PRISON 2971 Old Bethel Road P. O. Box 276 Chester, GA 31012 478-358-7207 per-dodgsp@dcor.state.ga.us	Position No (s): 00160330 (U), 00112485 (U)
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**CORRECTIONAL OFFICER CONTINUED**

Contact Person:	Personnel GA DIAG & CLASS PRISON P. O. Box 3877 Jackson, GA 30233 770-504-2056 per-gdcp@dcor.state.ga.us	Position No (s): 00110550 (U), 00110682 (U) 00110579 (U)
Contact Person:	Personnel GEORGIA STATE PRISON 200 GA Hwy. 147 Reidsville, GA 30453 912-557-7214 per-gsp@dcor.state.ga.us	Position No (s): 00109700 (U)
Contact Person:	Personnel HANCOCK STATE PRISON P. O. Box 339 Sparta, GA 31087 706-444-1005 per-hancsp@dcor.state.ga.us	Position No (s): 00115737 (U), 00115816 (U)
Contact Person:	Personnel HAYS STATE PRISON P. O. Box 668 Trion, GA 30753 706-857-0402 per-hayssp@dcor.state.ga.us	Position No (s): 00113283 (C), 00113170 (U) 00113408 (U), 00113445 (U)
Contact Person:	Personnel JOHNSON STATE PRISON P. O. Box 344 Wrightsville, GA 31096 478-864-4106 per-johnsp@dcor.state.ga.us	Position No (s): 00167719 (U), 00167658 (U) 00167667 (U)
Contact Person:	Personnel METRO TRANSITIONAL CENTER 1303 Constitution Road Atlanta, GA 30316 404-624-2388 per-metrct@dcor.state.ga.us	Position No (s): 00170092 (U), 00170080 (U) 00170081 (U)

**CORRECTIONAL OFFICER CONTINUED**

Contact Person:	Personnel ROGERS STATE PRISON 1978 GA Hwy. 147 Reidsville, GA 30453 912-557-7142 per-rogesp@dcor.state.ga.us	Position No (s): 7 UNCLASSIFIED POSITIONS
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Contact Person:	Personnel SCOTT STATE PRISON P. O. Box 417 Hardwick, GA 31034 478-445-3158 per-scotsp@dcor.state.ga.us	Position No (s): 3 CLASSIFIED POSITIONS 5 UNCLASSIFIED POSITIONS
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Contact Person:	Personnel SOUTHWEST PROBATION DETENTION CENTER 200 South Vandenberg Drive Moultrie, GA 31768 229-891-7180 per-swespc@dcor.state.ga.us	Position No (s): 00106271 (U)
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Contact Person:	Personnel WASHINGTON STATE PRISON P. O. Box 206 Davisboro, GA 31018 478-348-2249 per-washsp@dcor.state.ga.us	Position No (s): 00113695 (U), 00113740 (U) 00113717 (C)
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Contact Person:	Personnel WEST GEORGIA BOOT CAMP P. O. Box 690 Bremen, GA 30110 770-537-5143 per-wgapbc@dcor.state.ga.us	Position No (s): 00115124 (U), 00115119 (U)
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Contact Person:	Personnel WHITWORTH PAROLE CENTER 414 Valley Hart Road Hartwell, GA 30643 706-856-2601 per-whitpdc@dcor.state.ga.us	Position No (s): 00172766 (U)
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**Correctional Officer, Farm Services (PG 11) - Entry Salary \$23,613.60 annually**

**MINIMUM QUALIFICATIONS**

Any combination of training and experience which would enable the applicant to meet the minimum standards of the Georgia Peace Officer Standards and Training Council. Incumbents in the job are by law considered to be peace officers.

**NOTE:** At the time of hire, all candidates for this job must possess a valid Class C driver’s license. Some Correctional Officer, Farm Services positions require a commercial driver’s license. The class of license and endorsement(s) or restriction(s) is dependent on the vehicle(s) operated. Some Correctional Officer, Farm Services positions perform physically demanding activities such as farm production work and manual labor (e.g. digging, lifting, etc.) for long periods of time, under harsh environmental conditions (e.g. extreme heat, cold, rain, etc.).

**PREFERRED QUALIFICATIONS**

One year of full-time experience as a uniformed officer in a correctional setting , at least six months of which included supervising an offender work detail.

**OR**

One year of experience in production activities for a farm or livestock operation.

**OR**

Completion of at least an Associate’s Degree in agriculture (e.g. horticulture, animal science, etc.), criminal justice, psychology, sociology, or a directly related field.

**NOTE:** Preference will be given to applicants possessing a Private Pesticide Applicator’s License and/or Commercial Driver’s License (CDL).

**NOTE: Applicants for Correctional Officer (CO) positions must earn a passing score on the CO Test. Call the facility listed below or call 1-888-343-JOBS for testing information.**

Contact Person:	Personnel ARRENDALE STATE PRISON P. O. Box 709 Alto, GA 30510-0709 706-776-0611 per-arresp@dcor.state.ga.us	Position No (s): 00107281 (U)
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**Communications Officer 1 (PG 10) - Entry Salary \$21,434.88 annually****MINIMUM QUALIFICATIONS**

A high school diploma or equivalency

**AND**

One year of experience in a public contact, clerical, and/or other job which would have enabled the applicant to acquire competencies to effectively communicate with others (i.e., reading, writing, speaking, listening)

**AND**

Working skill in the use of alpha-numeric keyboard to perform computer-related and clerical functions such as data entry, word processing, and typing.

**NOTE:** Communications Officers 1 assigned to a 24-hour-a-day communications center work varying schedules that are adjusted as required to meet center staffing and operational needs. The work performed involves handling stressful situations such as responding to emergencies while remaining calm and communicating effectively with others.

The Department of Corrections requires the completion of Basic Communications Officer Training within 6 months of job entry, if not already completed at time of job entry.

**PREFERRED QUALIFICATIONS**

One year of experience in a clerical or technical capacity which involved personally responding to emergency, crisis, or urgent situations (e.g., 9-1-1 operator).

**NOTE:** Preference will be given to applicants who have successfully completed Basic Correctional Officer Training and possess the appropriate P.O.S.T. certification and/or possess the applicable terminal operator certification for use of Georgia and national criminal justice information systems.

Contact Person:	Yewanda Kendricks	Position No (s):
	GDC COMMUNICATIONS	00112329 (U)
	CENTER	
	2 MLK Jr. Drive	
	Suite 656, East Tower	
	Atlanta, GA 30334	
	404-651-6513	
	kendry00@dcor.state.ga.us	



**Canine Handler (PG 12) - Entry Salary \$25,895.28 annually****MINIMUM QUALIFICATIONS**

One year of full-time experience as a uniformed officer in a correctional setting. Incumbents in the job are by law considered to be peace officers. Therefore, applicants for this job must meet standards prescribed by the Georgia Peace Office Standards and Training Council.

**NOTE:** Canine Handlers perform physically demanding activities such as pursuing prison escapees for long periods of time, over rough terrain and/or under harsh environmental conditions (e.g., heat, cold, rain, sleet, snow, etc.) while following and controlling dogs.

**NOTE:** Some Canine Handler positions require a valid Class C driver's license.

**PREFERRED QUALIFICATIONS**

One year of experience caring for dogs and training dogs to perform such functions as detecting controlled substances, attacking, or tracking in a correctional, military, law enforcement, or other setting in which applicant would have acquired comparable experience in caring for and training dogs.

**NOTE:** Preference will be given to applicants whose full-time experience as a uniformed officer in a correctional setting was obtained with the Georgia Department of Corrections.

Contact Person:	Personnel	Position No (s):
	VALDOSTA STATE PRISON	00106101 (C)
	P. O. Box 310	
	Valdosta, GA 31603	
	229-333-7925	
	per-valdsp@dcor.state.ga.us	

**Sergeant (GDC) (PG 13) - Entry Salary \$28,543.20 annually**

**MINIMUM QUALIFICATIONS**

Eighteen months of experience as a uniformed officer in a correctional setting.

**NECESSARY LEGAL REQUIREMENT**

Incumbents in this job are by law considered to be peace officers. Therefore, applicants for this job must meet standards prescribed by the Georgia Peace Officer Standards and Training Council.

**NOTE:** Some Sergeant positions require a valid Class C driver’s license.

**PREFERRED QUALIFICATIONS**

One year of full-time experience as a uniformed officer in a correctional setting, serving as first-line supervisor of subordinate officers.

OR

Completion of at least an Associate’s degree in criminal justice, psychology, sociology, or a directly related field.

**NOTE:** Preference will be given to applicants whose full-time experience as an uniformed officer in a correctional setting was obtained with the Georgia Department of Corrections.

Contact Person:	Personnel CALHOUN STATE PRISON P. O. Box 249 Morgan, GA 39866 229-849-5036 per-calhsp@dcor.state.ga.us	Position No (s): 00116536 (U)
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Contact Person:	Personnel HELMS DIVERSION CENTER 1275 Constitution Road Atlanta, GA 30316 404-635-2169 bsm-helmdc@dcor.state.ga.us	Position No (s): 00113941 (U)
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**PROBATION**

**Probation Officer 1/2 (PG 13) - Entry Salary \$28,543.20 annually**

**MINIMUM QUALIFICATIONS**

Completion of an undergraduate degree at a four-year college or university.

**OR**

Completion of a two-year college course of study (90 quarter hours or 60 semester hours)

**AND**

Two years of work experience in the Georgia Department of Corrections.

**NOTE:** Candidates must already be a State employee with the Georgia Department of Corrections and actively enrolled in an academic college program leading to an undergraduate degree. A minimum of twenty (20) quarter hours, or twelve (12) semester hours, must be earned annually from an accredited college or university.

Incumbents in this job are by law considered to be Peace Officers. Therefore, applicants for this job must meet standards prescribed by the Georgia Peace Officers Standards and Training Council.

Georgia Law requires that incumbents in this job be at least 21 years of age at the time of appointment and have completed a standard two year college course. Any person employed as a circuit probation supervisor on or before July 1, 1972 is exempt from the educational requirement.

All Probation Officers must be firearms certified.

**PREFERRED QUALIFICATIONS**

Completion of an undergraduate degree at a four-year college or university, within the area of criminal justice, sociology, psychology, or any closely related field.

**OR**

One year of professional experience in social work, casework, psychology, criminal justice, or law enforcement, or closely related human service delivery area.

**NOTE:** Georgia Law requires that incumbents in this job be at least 21 years of age at the time of appointment and have completed a standard two year college course. Any person employed as a circuit probation supervisor on or before July 1, 1972 is exempt from the educational requirement.

**NOTE: Applicants for Probation Officer positions must earn a passing score on the Probation Officer test.**

Contact Person:	John E. Manget CONYERS PROBATION OFFICE 954 South Main St., Suite 15 Conyers, GA 30012 770-388-5011 cpo-conypo@dcor.state.ga.us	Position No (s): 00120213 (C)
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**PROBATION OFFICER 1/2 CONTINUED**

Contact Person: Kim O'Neil  
GAINESVILLE PROBATION  
OFFICE  
2314 Murphy Blvd.  
Gainesville, GA 30504  
770-535-5710  
cpo-gainpo@dcor.state.ga.us

Position No(s):  
00119942 (U)

Contact Person: Joel K. Mayo  
MORROW PROBATION  
OFFICE  
1331 Citizens Parkway, Suite 201  
Morrow, GA 30260  
770-960-4100  
cpo-morrpo@dcor.state.ga.us

Position No (s):  
00119969 (U)

**Probation Surveillance Officer (PG 11) - Entry Salary \$23,613.60 annually**

**MINIMUM QUALIFICATIONS**

One year of full-time experience as a police officer in a field setting with a recognized law enforcement agency or unit.

**OR**

Two years of full-time experience as a uniformed officer in a correctional setting.

**OR**

Two years of full-time experience in a field social service setting which involved home visitations, case management, etc.

**OR**

Completion of at least an Associate’s degree in criminal justice, psychology, sociology, or a directly related field

**AND**

One year of full-time experience in a position with the responsibility and authority to resolve conflicts or disputes between parties as a regular and significant part of the job.

**NOTE:** At the time of hire, all candidates for this job must possess a valid Class C Driver’s license.

All incumbents must be firearms certified.

**PREFERRED QUALIFICATIONS**

Six months of experience as a surveillance officer.

**OR**

One year of full-time experience as a supervisor over police officers in a field law enforcement setting.

**OR**

Two years of full-time experience as a law enforcement field training officer.

**OR**

Two years of full-time experience as a police officer in a field setting with recognized law enforcement agency or unit and completion of an associate’s degree in any field.

**OR**

For some positions preference will also be given to applicants who are computer literate and/or are bilingual.

Contact Person:	Loran V. Strickland	Position No (s):
	AMERICUS PROBATION	00119526 (C)
	OFFICE	
	128 E. Forsyth Street	
	P. O. Box 226	
	Americus, GA 31709	
	229-931-2537	
	cpo-amerpo@dcor.state.ga.us	

**Probation Officer 3 (PG 14) - Entry Salary \$31,474.08 annually****MINIMUM QUALIFICATIONS**

Completion of an undergraduate degree at a four-year college or university

**AND**

One year of experience in Georgia as a Probation Officer II (working title), Parole Officer II or Juvenile Probation/Parole Specialist II.

**NECESSARY LEGAL REQUIREMENT**

Incumbents in this job are by law considered to be Peace Officers. Therefore, applicants for this job must meet the standards prescribed by the Georgia Peace Officer Standards and Training Council.

**NOTE:** Georgia Law requires that incumbents in this job be at least 21 years of age at the time of appointment and have completed a standard two year college course. Any person employed as a circuit probation supervisor on or before July 1, 1972, is exempt from the educational requirement.

All Probation Officers must be firearms certified.

**PREFERRED QUALIFICATIONS**

Experience in service delivery or management of a diversity of probation program areas such as Intensive, Community Service, Court Service, Specialized Caseload Supervision, General Caseload Supervision, Drug Testing, etc.

Some knowledge of personnel and administrative management practices.

Leadership skills which inspire, motivate, and guide others toward goal accomplishment.

Some knowledge of the Georgia Department of Corrections Probation policies and procedures, and of legal requirements governing operations.

For some positions, preference will also be given for familiarity with the operations of the local judicial circuit.

Contact Person:	Veronica Cox	Position No(s):
	ATLANTA SPECIALIZED	00119331 (C)
	SUPERVISION UNIT	
	3201 Atlanta Industrial Parkway	
	Building 100 – Suite 107	
	Atlanta, GA 30331	
	404-505-7768	
	cpo-atlssupo@dcor.state.ga.us	

**PROBATION OFFICER 3 CONTINUED**

Contact Person:	Cindy McClure	Position No (s):
	DALTON PROBATION OFFICE	00120692 (C)
	P.O. Box 747	
	Dalton, GA 30722-0747	
	706-272-2306	
	cpo-daltpo@dcor.state.ga.us	

Contact Person:	Scot Mullis	Position No (s):
	EASTMAN PROBATION	00119010 (C)
	OFFICE	
	5505 Anson Avenue	
	P. O. Box 4234	
	Eastman, GA 31023	
	478-374-6501	
	cpo-eastpo@dcor.state.ga.us	

**NOTE: The deadline to submit applications for the above position is December 22, 2004.**

**ADMINISTRATION****Accountant, Paraprofessional (PG 11) - Entry Salary \$23,613.60 annually****MINIMUM QUALIFICATIONS**

One year of experience in responsible bookkeeping or accounting clerical work.

**OR**

Two years of progressively responsible clerical experience in an accounting or bookkeeping office which provided the applicant with the appropriate knowledge and skills.

**OR**

Completion of two standard courses in accounting/bookkeeping at an accredited vocational or business school.

Contact Person: Jana Drinkard  
CARE & CUSTODY  
P. O. Box 18297  
Atlanta, GA 30316  
404-635-7483  
drinkj00@dcor.state.ga.us

Position No (s):  
00119671 (U)

**NOTE: The above position is located at the GEMA building.**

Contact Person: David White  
LAKELAND PROBATION  
OFFICE  
P. O. Box 366  
Lakeland, GA 31635  
229-482-3303  
cpo-lakepo@dcor.state.ga.us

Position No (s):  
00118825 (C)

**NOTE: The deadline to submit applications for the above position is December 17, 2004.**



**Business Manager (Ctr/BC) (PG 14) - Entry Salary \$31,474.08 annually****MINIMUM QUALIFICATIONS**

Two years of experience performing administrative support activities (e.g., budget management, procurement, food service, accounting, etc.) for a business or government entity, one year of which included the supervision of administrative technical and/or clerical staff.

**OR**

One year of experience performing administrative support activities (e.g., budget management, procurement, food service, accounting, etc.) for a business or government entity, and supervising administrative technical and/or clerical staff, and the completion of an associates degree or equivalent vocational/technical certificate in business or a related field.

**PREFERRED QUALIFICATIONS**

One year of full-time experience in directing administrative support activities (e.g. budget management, procurement, food service, accounting, etc.) and staff at a state correctional facility operated by the Georgia Department of Corrections.

**AND/OR**

Completion of an undergraduate degree in business administration, public administration, or a related field at a four-year college or university.

Contact Person:

Personnel  
MACON DIVERSION  
CENTER  
200 Henry Street  
Macon, GA 31206  
478-751-3377  
per-macodc@dcor.state.ga.us

Position No (s):  
00119403 (C)

**Education/Media Resource Specialist, Hourly (\$13.72 Per Hour)**

**MINIMUM QUALIFICATIONS**

Completion of a college degree at a four year college or university.

**OR**

Completion of the equivalent of 90 quarter hours of course work at a college or university

**AND**

One year of experience in developing lesson plans and/or delivering educational services or training services for clients or staff in specialized programs, i.e., counseling services.

**PREFERRED QUALIFICATIONS**

Experience in developing goals and performance measures for education classes, vocational training programs, or media center operations.

Experience in analyzing service program needs.

Good knowledge of legal and professional service standards for education or media programs.

Good knowledge of correctional practices applicable to education services and/or media center operations.

Demonstration of leadership skills and ability to coach others in goal accomplishments.

Advanced interpersonal, communications, problem solving and decision making skills.

Skills in using standard computer software applications.

Completion of course work equivalent to an undergraduate major in education, library sciences, or behavioral sciences.

**NOTE: The duties of this position will be performed during a maximum time period of 29 hours per week.**

Contact Person:	Personnel	Position No (s):
	HANCOCK STATE PRISON	00178700 (U)
	P. O. Box 339	
	Sparta, GA 31087	
	706-444-1005	
	per-hancsp@dcor.state.ga.us	

**Office Manager (PG 11) - Entry Salary \$23,613.60 annually****MINIMUM QUALIFICATIONS**

Four years of clerical or administrative support experience in an office setting, six months of which was as a supervisor or lead worker.

**NOTE:**

1. Postsecondary/vocational-technical school course work related to business or office management or college level course work may substitute on a year-for-year basis for up to a maximum of three years of the non-supervisory experience.
2. Additional qualifications related to physical duties (e.g., moving heavy objects, bending, reaching) may be specified for some positions in this job.

**PREFERRED QUALIFICATIONS**

Knowledge of computer hardware and/or software appropriate to the position.

Ability to manage resources of the office or unit, including financial and/or material management (includes such duties as preparing or justifying budgets, ordering supplies from vendors, or preparing inventories of supplies and material on hand).

Contact Person:	Chiquiti A. Dean	Position No(s):
	ATLANTA PROBATION	00119853 (C)
	COURT SERVICES UNIT	
	160 Pryor St., S.W.	
	Room JG-54	
	Atlanta, GA 30303	
	404-656-6712	
	cpo-atlcspo@dcor.state.ga.us	

**Storekeeper (PG 8) Entry Salary - \$18,009.12 annually****MINIMUM QUALIFICATIONS**

One year of full-time experience in shipping and receiving (e.g., as a stock clerk in a store, warehouse, or in a military supply unit).

**OR**

One year of full-time clerical experience directly related to shipping and receiving.

**NOTE:** Completion of vocational/technical school or college course work will substitute on a year-for-year basis for the above experience.

Contact Person:	Personnel	Position No (s):
	JOHNSON STATE PRISON	00167511 (U)
	P. O. Box 344	
	Wrightsville, GA 31096	
	478-864-4106	
	per-johnsp@dcor.state.ga.us	

**CLERICAL****Clerk 2, General (PG 9) - Entry Salary \$19,455.36 annually****MINIMUM QUALIFICATIONS**

One year of experience performing clerical work of moderate difficulty that required the use of independent judgement and initiative.

Contact Person:	Vicki Parker	Position No (s):
	CORRECTIONS DIVISION	00119384 (C)
	PROBATION	
	2 MLK Jr. Drive	
	Suite 652, East Tower	
	Atlanta, GA 30334	
	404-656-5338	
	parkev00@dcor.state.ga.us	

**Food Service Supervisor (GDC) (PG 9) - Entry Salary \$19,455.36 annually****MINIMUM QUALIFICATIONS**

A high school diploma or equivalency

**AND**

One year of full-time experience in the preparation and service of a variety of foods in a food service operation.

**OR**

One year of experience as a Food Service Employee, 2, (GDC).

**OR**

Two years of full-time experience in the preparation and service of a variety of foods in a food service operations.

**PREFERRED QUALIFICATIONS**

One year of full-time experience as a lead worker or assistant supervisor of food service personnel engaged in the preparation, cooking, and serving of food in a full-service food operation.

Contact Person:	Personnel	Position No (s):
	HAYS STATE PRISON	00113497 (U)
	P. O. Box 668	
	Trion, GA 30753	
	706-857-0402	
	per-hayssp@dcor.state.ga.us	

**NOTE: The deadline to submit applications for the above position is December 17, 2004.**

**Food Service Director (GDC) (PG 14) - Entry Salary \$31,474.08 annually****MINIMUM QUALIFICATIONS**

Two years of full-time supervisory experience of workers engaged in various phases of a food service operation such as food production, food service, and sanitation.

Contact Person:	Personnel	Position No (s):
	HAYS STATE PRISON	00113487 (C)
	P. O. Box 668	
	Trion, GA 30753	
	706-857-0402	
	per-hayssp@dcor.state.ga.us	