

**SENIORITY PLUS BID TRANSFER ANNOUNCEMENT
WJS-10-04**

Cook County Sheriff’s Office
Department of Women’s Justice Services

Female Correctional Officer Position
WOMEN’S RESIDENTIAL UNIT

Summary

Correctional officers are maintaining the safety and security of pre-trial detainees housed in the Department of Women’s Justice Services/Women’s Residential Program. This department provides an integrated model of treatment that incorporates substance abuse, mental health and physical health treatment along with re-entry and peer support services, to women in a gender responsive setting that promotes a safe and dignified environment. Correctional officer duties include but are not limited to the following: ensure DWJS participants attend daily court calls, treatment groups, medical clinic, and any other form of movement; maintain accurate counts at all times; work in collaboration with our multidisciplinary team that consists of mental health and substance abuse treatment staff; perform other duties as assigned. Correctional officers are cross-trained for utilization in all DWJS Units as staff shortage may require the officer to work mandatory overtime or fulfill shift assignment in another DWJS Unit.

Available Shifts / Details

Per the Collective Bargaining Agreement, the following female Correctional Officer positions are open for bid in the Department of Women’s Justice Services/Women’s Residential Program. Any interested Female Correctional Officers who meet the criteria listed below may submit a bid.

<u>Shift</u>	<u>Number of Positions</u>	<u>Detail</u>
3-11	1 Position	2 (Sunday/Monday)
3-11	2 Position	3 (Monday/Tuesday)
3-11	2 Positions	5 (Wednesday/Thursday)
3-11	1 Position	6 (Thursday/Friday)
11-7	1 Position	3 (Monday/Tuesday)
11-7	1 Position	4 (Tuesday/Wednesday)
11-7	1 Position	4 (Tuesday/Wednesday)

Minimum Qualifications

Applicants or Candidates that fail to meet any one of the Minimum Qualifications Listed below will be deemed Not Qualified.

- Must be a Female Correctional Officer
- Must successfully submit a bid slip and a No Political Consideration Certification form according to the Application Instructions below.
- Must currently hold the rank of Correctional Officer and have been in the rank for a minimum of one year.
- Within the previous 12 months, must not have incurred one (1) or more Unpaid Unauthorized Activities, three (3) or more instances of Tardiness or six (6) or more instances of an Attendance Pattern, which are not associated with any Mitigating Circumstances. Suspected Unpaid Unauthorized Activity will be verified by Personnel. Please refer to the definition of Unauthorized Activity in the Glossary of the Sheriff’s Employment Action Manual, which is posted on the Sheriff’s website.
- Must not have received Department or OPR discipline resulting in a suspension(s) of a total of four (4) or more days within the previous eighteen (18) months. Written reprimands for minor infractions such as tardiness may disqualify an applicant, but it is not automatic. Counseling will not disqualify an Applicant.
- Must be authorized to carry a weapon by the Sheriff’s Office and possess a valid FOID and firearm meeting Sheriff’s Office regulations.
- Must possess a valid driver’s license.
- Must submit to a background check, which will include a criminal background check and a driver’s license abstract.

- Must submit to an oral interview consisting of operational and personal attribute questions. The operational questions are derived from Sheriff's Orders, General Orders and other written policies and procedures. Must pass the operational portion of the interview with a minimum score of 15 out of 22 points from each panelist. The personal attribute questions are aimed to evaluate if a Candidate possesses the necessary characteristics for the position of Women's Residential Correctional Officer. Must pass the personal attribute portion of the interview with a minimum score of 42 out of 60 points from each panelist.
- Must submit a writing sample prior to interview. Must receive a passing minimum score of 14 out of 20 points.
- Must be in an active duty status at the time of interview.

Application Instructions

Bid slips and No Political Consideration Certification forms are available in the following three locations and on the Sheriff's website:

- Personnel Office
DOC Division 5
Office hours: 8:00 a.m. – 4:00 p.m., Monday – Friday
 - Department of Women's Justice Services
Administrative Office, South Campus Building 1
3026 S. California 2nd Floor South
Office hours: 8:00 a.m. – 4:00 p.m. Monday – Friday
 - Department of Women's Justice Services
Director's Office
Division 17, 1st floor (Old Cermak bldg.)
Office hours: 8:00 a.m. – 4:00 p.m., Monday - Friday
- Bid slips and No Political Consideration Certification forms must be submitted to the DOC Personnel Office located in Division 5.
 - Bid slips must include the applicant's name, JDE or Employee number, rank, star number and location of current assignment.
 - Bid slips will be time stamped by the Personnel Liaison located in Division 5 on the following dates/times:

**August 23, 2010 through September 7, 2010
8:00 a.m. – 4:00 p.m. Monday through Friday**

- Bid slips will **not** be accepted outside of the dates and times listed above.

Requirements A Candidate that fails to meet the position requirements will be returned to his or her original assignment.

Requirements for Women's Residential Correctional Officer include but are not limited to the following:

- Must successfully complete the Department of Women's Justice Services Training and be certified by the Training Institute.

Selection Process

Candidates deemed Qualified based on the Minimum Qualifications will be selected based on Seniority.

For further information regarding the above process, please refer to the Seniority Plus Bid Transfer procedures (Article J), which are posted on the Sheriff's website: www.cookcountysheriff.org.

The Cook County Sheriff's Office prohibits all Unlawful Political Contacts and Unlawful Political Discrimination in all decisions related to any Employment Actions.