ATTENTION MILITARY MEN & WOMEN

GDC Correctional Officer & Probation Officer applicants who have served on active duty in the U.S. Military are eligible to be paid at an advanced rate according to the following plan:
- 1 year experience - 2.5% above minimum pay
- 2 years experience - 5% above minimum pay
- 3 years experience - 7.5% above minimum pay
- 4+ years experience - 10% above minimum pay

Use Your GI Bill for OJT

You can use your GI Bill benefits in our on-the-job training and apprenticeship programs. During job training, a newly hired veteran, if eligible, can receive up to $16,263 tax-free supplemental income from the GI Bill during a two-year, experience based training program. National Guardsman and Reservists, currently under a six-year contract, may also be eligible.

Spanish Initiative

Some GDC facilities and offices periodically have a need for Correctional Officers and/or Probation Officers who speak fluent Spanish. To receive additional pay under this initiative, the job must involve direct contact with inmates and must require use of the skill. Ask your local Personnel Representative about receiving 10% above minimum pay when hired.

Benefits Package

The Georgia Department of Corrections offers an attractive entry-level salary and benefits package to its employees. Benefits options include:
- Health Insurance + 12 paid holidays per year
- Dental Insurance + Accidental Death & Dismemberment
- Life Insurance + Short-term & Long-term Disability
- Vision Insurance + Health Savings Account
- Legal Insurance + Spending Accounts
- Specified Illness + Long-term Care Insurance
- Retirement + 401k or 457 plans
- Paid Leave + 457 plans
- Paid Training + Georgia United Credit Union
- Direct Deposit + Savings Bonds

Please visit www.GDCJobs.com for more information concerning our complete benefits package.

MISSION

The Georgia Department of Corrections protects and serves the public as a professional organization by effectively managing offenders while helping to provide a safe and secure environment for the citizens of Georgia.

APPLYING FOR GDC JOBS

Vacancy Information

GDC vacancies are continuously posted and accessible at www.GDCJobs.com.

Application

For any jobs posted on www.GDCJobs.com applicants must complete a State of Georgia Application or a resume and submit it directly to the location that has the advertised vacancy. Contact information is provided with each vacancy announcement.

NOTE: GDC will only accept applications and/or resumes for announced vacancies.

Please visit www.GDCJobs.com or call 1-800-755-0540 for more information concerning our complete benefits package.

Tobacco Free Workplace

The Department’s mission is to support the Governor’s objective for a healthier Georgia and contain rising healthcare costs for inmates, probationers, and staff by banning the use of tobacco products in all of our correctional facilities.

All GDC facilities became tobacco-free on December 1, 2010. Smoking cessation aids will be offered to staff to assist them during their transition to a tobacco-free lifestyle.

Education Incentive

The GDC Education Initiative seeks to invest in employee’s futures by providing opportunities for higher education. This initiative sets the following goals for employee’s who do not have a college degree:

- Two year Associate Degree within five years
- Four year Bachelor’s Degree within ten years

Monetary incentives include:

- Associates Degree - 3% lump sum payment
- Bachelors Degree - 5% lump sum payment
- Masters Degree - 5% lump sum payment
- Doctorate Degree - 5% lump sum payment

Internship Programs

The GDC Internship Program is available to students who are interested in becoming a Probation Officer, Counselor or pursuing a career in public service, and who are currently pursuing an undergraduate or graduate degree at an accredited college or university. Applicants must meet the following criteria:

- Must be a United States citizen to be a Probation Officer intern
- Be at least 18 years of age
- Have NO felony convictions
- In good academic standing with their college or university
- Must be currently enrolled in college at the level of a Junior or Senior or pursuing a Master’s degree or higher
- Must submit to and pass a Criminal History background check

If you are interested in becoming an Intern with the Georgia Department of Corrections and meet the eligibility requirements listed above, please e-mail interns@dcor.state.ga.us

State Offices South at Tift College

State Offices South at Tift College is the administrative headquarters for the Georgia Department of Corrections. This location houses the various business operations for the department and offers a variety of job opportunities, such as:

- Accounting/Budget
- Health Services
- Human Resources
- Information Technology
- Legal Services
- Training

- Procurement
- Engineering
- Operations
- Call Center
- Media/Public Information
- Strategic Planning

Please go to www.GDCJobs.com for more information.

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- Paid Leave + 457 plans
- Paid Training + Georgia United Credit Union
- Direct Deposit + Savings Bonds

Please visit www.GDCJobs.com for more information concerning our complete benefits package.
Correctional Officer

Applicants for Correctional Officer positions must meet the minimum job requirements listed below and pass the POST Entrance Exam to be considered eligible for employment.

Minimum Qualifications
Must be at least 18 years of age
Have a High School Diploma or GED
US Citizenship
No felony convictions

Correctional Officer Applicants
Correctional Officer applicants should visit www.GDCJobs.com to view job vacancy information and apply directly to a location that has an advertised vacancy.

POST Entrance Exam
Correctional Officer applicants must pass the POST Entrance Exam prior to applying for a Correctional Officer position. Please see the section titled, “POST Entrance Exam” for additional information.

Correctional Officer Testing
Selected candidates will undergo four weeks of job relevant Basic Correctional Officer Training (BCOT). Subject matter includes training in the following categories:
- Security and Supervision
- Health and Human Services
- Use of Force
- Legal Procedures
- Emergency Procedures

Correctional Officers employed by the Georgia Department of Corrections are certified Peace Officers. Applicants must pass the written and practical exams associated with BCOT.

Advancement Opportunities
Employment as a Correctional Officer offers many career opportunities. The GDC security ranks include careers such as:
- Warden
- Deputy Warden
- Chief of Security
- Transfer Officer
- Lieutenant
- Sergeant
- Canine Handler

Probation Officer

Applicants for Probation Officer positions must meet the minimum requirements to be considered eligible for employment.

Minimum Qualifications
Must be at least 21 years of age
Have an undergraduate degree from a four-year college or university
US Citizenship
No felony convictions

Probation Officer Applicants
Probation Officer applicants should visit www.GDCJobs.com to view job vacancy information and apply directly to a location that has an advertised vacancy.

POST Entrance Exam
Applicants are required to take a POST Entrance Exam Access Form to the test site, this Access Form is available on www.GDCJobs.com. Applicants should also bring a government issued ID card (Driver’s License), as well as payment for the test fee. The test fee varies by location, however the fee will range between $15.00 - $25.00.

Food Service

Most Food Service jobs require at least the completion of a High School Diploma/GED and/or experience in a food service operation.

Job Opportunities
- Food Service Employee
- Food Service Supervisor
- Food Service Manager

Maintenance

Most Maintenance jobs require at least the completion of a post secondary vocational/technical school program in a skilled trade (electrical, carpentry, plumbing) or six months of experience in a construction trade (electrical, carpentry, plumbing) or building maintenance.

Job Opportunities
- Craftsman, General Trades
- Trades Supervisor
- Maintenance Engineer

Counselor

Most Counseling jobs require at least the completion of an undergraduate degree and possibly, various levels of experience.

Job Opportunities
- Counselor
- Counselor 2, MH/MR
- Chief Counselor

Correctional Nursing Applicants

Applicants for POST certified positions with GDC must meet pre-employment physical fitness standards. These standards require that a certain number of push-ups, sit-ups and a one mile run are performed within specified requirements as outlined below:

**MALE:**
- 8 push-ups in one minute
- 12 sit-ups in one minute
- 16-minute mile

**FEMALE:**
- 4 push-ups in one minute
- 8 sit-ups in one minute
- 16-minute mile

Please visit GDC’s Employment website at www.GDCJobs.com to view the most current information.

Correctional Counseling Applicants

Applicants may also submit a transcript that contains the ACT or SAT test scores to convert these scores in lieu of taking the ASSET or COMPASS exam. The acceptable scores on the SAT are 430-Verbal and 400-Math. The acceptable scores on the SAT are 430-Verbal 400-Math.

POST Entrance Exam Re-Test Policy

Applicants may take the POST Entrance Exam once every six months.

POST Entrance Exam

The ASSET exam and the COMPASS exam are the official POST Entrance Exams. The COMPASS exam is a computer-based exam that will provide immediate test results for the applicant. The ASSET exam is a paper and pencil exam that will have test results available in approximately 10 business days. Both of these exams test reading, writing and numerical skills. These exams are administered through the Technical College System of Georgia and the Technical Colleges across the state. To view a list of the testing sites, please visit www.GDCJobs.com.

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Counselor Applicants

Applicants chosen for a Counselor position must attend and successfully complete three training programs during the first year of employment. The Counseling training program includes the following topics:
- Counselor Orientation
- Group Counseling
- Group Facilitation

Food Service

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Job Opportunities
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Job Opportunities
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There are also opportunities for applicants with a construction background to work in GDC’s Inmate Construction.

Please visit GDC’s Employment website at www.GDCJobs.com to view vacancy announcements for all GDC jobs.

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