



## Corrections Officer (Entry Level & Lateral)

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**DEPARTMENT:** DAJD-Adult & Juvenile Detention  
**SALARY:** \$30.89 - \$41.21 Hourly  
**LOCATION:** Multiple jail facilities in King County  
**JOB TYPE:** Career Service, Full Time, 40 hrs/week

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### SUMMARY:

**THIS POSITION IS OPEN FOR RECRUITMENT UNTIL FILLED.**

**Important Updates in this Job Posting:**

- Hiring incentives have been discontinued.
- Physical Ability Test requirements have changed.
- Completing and passing the written exam with Public Safety Testing is required.

The Department of Adult and Juvenile Detention is now accepting applications for the position of Corrections Officer. Qualified applicants may remain eligible for employment consideration for 11 months after their completion of the Public Safety Test exam.

**Who may apply:** This recruitment is open to all King County employees and the general public.

**About the position:** King County DAJD correctional facilities operate 24-hours per day, 7-days per week. Corrections Officers work assigned shifts, including days, swing, graveyard, holidays, weekends, and mandatory overtime when necessary. Typical shifts are 0620 to 1430 hours, 1420 to 2230 hours, and 2220 to 0630 hours.

This position requires direct contact with inmates. The inmate population includes potentially volatile and combative individuals with emotional, mental health, and alcohol/substance abuse problems. Incumbents are responsible for booking, releasing, inmate management, supervision, and security work within DAJD jail facilities.

Typically, duties are performed within adult detention facilities. However, this position may require escort, transport and guarding inmates in the courthouse and medical facilities. These lockdown/secured environments require the ability to navigate ramps, stairs, elevators, opening and closing heavy doors, and working in narrow hallways.

Corrections Officers are expected to maintain regular attendance and will be tasked with working mandatory overtime when needed, use their intellect and effective communication skills, use physical strength and endurance, maintain a professional demeanor and appearance, actively participate in tactical situations, emergency response, force training, and follow very detailed instructions, policies, procedures and the Code of Conduct.

**Work locations:** Incumbents may be assigned to either of two work locations:

- King County Correctional Facility, 500 Fifth Avenue, Seattle, WA 98104
- Maleng Regional Justice Center, 620 W. James Street, Kent, WA 98032



**Schedule and facility assignments are subject to staffing needs of the department and collective bargaining unit bid processes, which are seniority based.**

**How to apply:** Completion of a King County employment application and DAJD supplemental questionnaire is required. Resumes or letter of interest alone will not substitute for full application. Online applications are preferred. To apply, go to: <http://www.kingcounty.gov/jobs>.

**Who to contact:** For assistance with the online application process, please contact **NeoGov Customer Support toll free at 1-877-204-4442** or [Governmentjobs.com](http://Governmentjobs.com).

For questions about the written examination, please contact **[Public Safety Testing](#) at 1-866-447-3911**.

Questions regarding this position and the selection process may be directed to Candy Trang, DAJD Human Resources Analyst at [Candy.Trang@kingcounty.gov](mailto:Candy.Trang@kingcounty.gov) and Jacob Black, DAJD Human Resources Analyst at [Jacob.Black@kingcounty.gov](mailto:Jacob.Black@kingcounty.gov)

More information about this job and the department can be found on the DAJD website at [www.kingcounty.gov/dajdjobs](http://www.kingcounty.gov/dajdjobs).

**Veterans' Preference:** Incumbents requesting Veterans' preference must submit a copy of their DD214 Member 4 form, via email to [Candy.Trang@kingcounty.gov](mailto:Candy.Trang@kingcounty.gov) and [Jacob.Black@kingcounty.gov](mailto:Jacob.Black@kingcounty.gov) to determine eligibility. Veterans' preference will be applied as applicable.

**About the department:** The Department of Adult and Juvenile Detention (DAJD) is a professional and nationally recognized organization that supports safe, vibrant, and healthy communities in partnership with other criminal justice and human service agencies. DAJD operates the largest county jail system in the State of Washington, housing an average daily population of 25 juvenile detainees and more than 1400 adult inmates.

**Department's Mission:** DAJD contributes to the public safety of the citizens of King County and Washington State by operating safe, secure, and humane detention facilities and community corrections programs, in an innovative and cost-effective manner.

King County DAJD is committed to upholding and promoting equal opportunity in employment. DAJD encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. DAJD values diversity and is committed to making appropriate accommodations as needed to support diversity as we believe that a diverse workforce is a strong workforce.

## **JOB DUTIES:**

- Oversee all activities of inmates, including recreation, meals, educational classes, visitation time, professional visits, social workers, and other authorized activities. Enforce rules, policies and procedures. Instruct and manage inmate behavior, in accordance with jail policies and procedures.
- Ensure the safe, secure, humane custody of inmates, adhering to constitutional obligations including access to legal counsel, medical and mental health services as required. Relay approved information concerning inmates to relatives, attorneys, probation and police officers, and others.
- Walking, running, sitting, standing for extended periods of time, and climbing stairs.
- Use appropriate physical defensive interventions and restraint techniques to maintain custody and control, up to and including deadly force, in accordance with local, state and federal law; achieve and maintain proficiency in application and use of defensive interventions and physical agility.
- Participate in required trainings in defensive tactics, electronic control devices, pepper spray, and other emergency and safety equipment.
- Ability to perform under high stress when confronted with emergent, critical or dangerous situations; handle multiple activities simultaneously; exercise sound judgment under stressful circumstances in which working with speed and sustained attention are critical to the job.
- Summon medical attention for inmates and render emergency first aid and CPR.
- Receive inmates into custody; input data into the computer. Sign off warrants, search inmates and property. Book and release inmates according policy to and procedure.

- Record personal data on required databases, logs and files. Check computer for outstanding warrants.
- Operate control room and/or central control; monitor closed circuit television cameras and control access and egress within jails; security and alarm systems, communications and radio traffic.
- Anticipate, watch for, and intervene in potentially dangerous situations and other jail conditions.
- Coordinate with courts to ensure inmates appear as required.
- Distribute inmate meals, mail, cleaning supplies, commissary requests and other items as required.
- Process and maintain commitments according to policies and procedures.
- Write detailed reports concerning any recommendation, problem, observation or emergency situations or occurrences within the jail, according to DAJD policy and training, or when directed by supervisors.
- Provide excellent customer service including professional and respectful behavior.
- Ensure confidentiality is upheld to the highest ethical standard.
- Demonstrate excellent verbal and written communication skills.
- Maintain safety and security of inmates in their assigned residential unit/functional area, with special attention to their physical whereabouts, health and emotional well-being.
- Inspect facility, inmates, visitors and packages delivered to the facility.
- Utilize and monitor electronic screening devices.
- Conduct searches related to safety and security to include, but not limited to: vehicles, facilities, property and person for contraband, health hazards, safety and security violations.
- Ability to learn and adapt to new technological tools and software.
- Conduct security checks.
- Maintain professionalism at all times.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

### **Minimum qualifications for entry level:**

- Twenty-one years of age by the time of hire.
- Have a high school diploma or GED.
- Must possess a valid Washington State Driver's License by the time of hire.

**Most competitive:** Applicants who possess corrections and/or criminal justice experience.

**Lateral Experience:** Training requirements and starting salary range will be evaluated on a case-by-case basis.

## **SUPPLEMENTAL INFORMATION:**

**Applicants currently working as a Corrections Officer** are subject to the same application, testing and screening process as other candidates. However some additional benefits may be realized post-hire and include the following:

- Salary Consideration: Incumbents may be considered for placement at a step within the Corrections Officer salary range that is closest to their current salary (salaries must remain within the stated Corrections Officer salary range);
- Salary Consideration for Laterals: Salary may be evaluated for previous corrections experience on a case-by-case basis, up to Step 5 of the Corrections Officer salary range;
- Training Waiver Consideration: Incumbents may be considered for a full or partial Corrections Academy waiver, based on confirmation of attendance and successful completion of a comparable Corrections Academy. Training records of these incumbents will be reviewed to determine eligibility for a full or partial waiver.

**Selection process:** Incumbents selected for this position must submit all required forms and materials, and successfully complete each of the following:

- King County application for employment. Once the applications are screened, incumbents will be contacted by DAJD to precede the PST testing phase.
- Written examination administered by Public Safety Testing. Test preparation kit may be purchased on PST's webpage.

- Successful incumbents will be contacted by DAJD to proceed to the department's background investigation process. The DAJD background investigation process is a thorough and extensive process which includes, but is not limited to: completion of an extensive Background Investigation Questionnaire, oral board, EyeDetect and/or polygraph examination, personality test and/or psychological evaluation, fingerprinting, criminal background check, reference checks, final interview, and physical examination (pre-employment physical).

**Additional information regarding physical testing - Washington State Criminal Justice Training Center requirements (WSCJTC):** All Corrections Officers will be required to pass the Physical Ability Test (PAT) at time of hire. The physical qualification process will include the following components:

- Push-Ups: 15 minimum, 90 second time limit
- Sit-Ups: 12 minimum, 90 second time limit
- Squat Thrusts: 25 minimum, 3 minute time limit

In order to pass the Physical Agility Test administered by the WSCJTC, the applicant must pass all three events. The PAT is graded on PASS/FAIL and is no longer scored by points. You can review the PAT demonstration video at: <https://vimeo.com/491713554>

The physical requirement standards are gender and age neutral. The standard is set to test any person's physical ability regardless of gender or age and all elements are completed in the same manner (i.e. all incumbents' complete straight-knee push-ups). Additional information regarding the WSCJTC requirements can be found at: [https://cjtc.wa.gov/update-to-the-physical-ability-test-\(pat\)](https://cjtc.wa.gov/update-to-the-physical-ability-test-(pat)). This website includes full details regarding the PAT, as well as information regarding how to prepare for the PAT. Individuals should consult with their health care provider before beginning a physical exercise program.

**Post hire:** Once hired, incumbents must successfully pass a physical ability test (PAT). The post-hire PAT is administered by the Washington State Criminal Justice Training Commission (WSCJTC) which is required for admission to the Corrections Officer Academy. Failure to successfully pass the WSCJTC PAT will result in termination of employment. Incumbents must complete a four-week orientation, a four-week Corrections Officer Academy (COA length is subject to change per WSCJTC policy), a seven-week field training program and successfully complete a one-year probationary period. All incumbents must be able to participate in rigorous physical training at the academy and must be able to work with adult inmates in physical situations throughout their employment.

The background investigation is an ongoing process and may lead to termination of employment if adverse information is obtained during employment.

**If you have failed the Department of Adult and Juvenile Detention's background investigation process within the past two years, your application will not be considered at this time, unless otherwise notified.**

Translation services are available to applicants, if needed. King County is committed to Affirmative Action/ Equal Employment Opportunities.

**Union membership:** Positions in this classification are represented by the King County Corrections Guild (KCCG).

**PREA Notification:** The Department of Adult and Juvenile Detention (DAJD) follows and maintains federal and state requirements standards including, but not limited to, Prison Rape Elimination Act (PREA) standards which apply to all public and private institutions that house adult or juvenile offenders. PREA standards preclude the department from hiring or promoting anyone who has engaged in, or been convicted of any conduct which would violate PREA standards related to sexual assault including:

- Sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
- Convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or,
- Has been civilly or administratively adjudicated to have engaged in the activity described above.

Additionally, PREA standards require that the department consider any incidents of sexual harassment involving an inmate or detainee in determining whether or not to hire or promote anyone.

The above is in compliance with PREA and its implementing regulations, 28 C.F.R. Part 115, Subpart A, Section 115.17, Hiring and Promotion Decisions.

**Forbes recently named King County as one of Washington State's best employers.** Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "True North", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

**To Apply**

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2021CT12817  
CORRECTIONS OFFICER (ENTRY LEVEL & LATERAL)  
CT

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