

Job Classifications

Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at **doc.mo.gov** or **oa.mo.gov**.

- Corrections Officer I, II
- Probation & Parole Assistant I, II
- Corrections Case Manager I, II
- Probation & Parole Officer I, II
- Boiler Operator/Stationary Engineer
- Labor Supervisor
- Maintenance Worker I, II
- Maintenance Supervisor I, II
- Electronics Technician
- Office Support Assistant
- Senior Office Support Assistant
- Administrative Office Support Assistant
- Accounting Clerk
- Storekeeper I, II
- Cook I, II, III
- Food Service Manager I, II
- Recreation Officer I
- Investigator I, II, III
- Executive I, II
- Librarian I, II
- Academic Teacher I, II, III
- Special Education Teacher I, II, III
- Education Supervisor
- Addiction Counselor I, II, III

What We Believe

MISSION

Improving Lives for Safer Communities

VISION

Excellence in Corrections for a Safer Missouri

VALUES

We value safe work environments, a capable workforce and reduced risk and recidivism.

We value integrity and respect.

We value supportive leadership.

We value employee participation and teamwork.



Contact Information

If you're interested in a position with the department, visit **doc.mo.gov**, **ease.mo.gov** or contact the recruiting office.

Division of Human Services

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An Equal Opportunity Affirmative Action
Employer Drug-Free Workplace

*Improving Lives
for Safer Communities*

State of Missouri Employment Benefits

A HEART 
for SERVICE

Missouri Department of Corrections



*Eric R. Greitens, Governor
Anne L. Precythe, Director*

State of Missouri Employee Benefits

Annual leave – vacation

- Three (3) weeks paid per year for new, full-time employees. Longer term employees can earn more.
- Prorated leave for part-time employees in eligible positions.

Sick leave

- Three (3) weeks per year for full-time employees.
- Employees can accumulate sick leave without limit.
- Unused sick leave can be converted to credited service at retirement.
- Prorated leave for part-time employees in eligible positions.

Holidays

- Paid holidays

Additional paid time off

- Military service, bereavement, jury duty, disaster relief service (Red Cross or SEMA), and leave for emergency services (Civil Air Patrol)

Leave of absence without pay

- Family and Medical Leave Act (FMLA) for eligible employees to take unpaid, job-protected leave for specified family and medical reasons.

Share leave

- Allows employees to donate certain types of leave for use by other employees who have experienced catastrophic illness or injury.

Also available to various positions

- Paid overtime/comp time and flex time
- Uniforms

Workers' compensation

- Protection paid by the state against work-related accidents or illnesses provided immediately upon employment and so long as employed.

Medical coverage plans

- Three medical plans are available for benefit eligible positions, including PPO 300 Plan, PPO 600 Plan and a High Deductible Health Plan (HDHP) with Health Savings Account.
- Voluntary participation in the partnership and Tobacco Free Incentive reduces monthly insurance premiums.

Dental and vision insurance

- Available for benefit-eligible employees and dependents. Premiums paid by employee.

Employee Assistance Program

- Free and confidential counseling for employees and members of their household for short-term mental health issues, access to legal and financial specialists, access to trained identity theft and consumer fraud protection specialists, and access to self assessment tools and calculators for a variety of life challenges.

Basic term life insurance

- Free coverage, equal to the employee's annual salary.

Optional term life insurance

- Available with maximum coverage of six times the member's annual salary. Premiums paid by employee. Also offered for spouse and dependents.

Universal life insurance

- Life insurance and long-term care benefit.

Long-term disability

- Provides partial income replacement in the event the employee becomes disabled. Premiums paid by employer.

COBRA

- Continuation of health insurance benefits after separation of employment or during periods of reduced work hours. Premiums paid by employee.

MOSERS

Missouri State Employees' Retirement System

MOSERS administers a competitive defined benefit retirement and investment plan, comprised of the following:

MSEP and MSEP 2000

- For employees hired before July 1, 2000 and vested in MSEP or hired July 1, 2000-Dec. 31, 2010.
- Five year vesting period
- No member contributions required

MSEP 2011

- For employees hired for the first time in a benefits-eligible position on or after Jan. 1, 2011.
- Five year vesting period
- Member contributions required (4 percent)

Deferred Compensation Investment Plan 457 (b)

New employees are automatically enrolled at 1 percent contribution.

- Before tax and after tax (Roth) savings options are available.

MOST 529 College Savings Plan

- A tax-advantaged investment account that makes it easy for state employees to save money for future higher education expenses of a child, grandchild, friend or self.

Missouri Cafeteria Plans

Pre-tax savings of up to \$25 or more in federal, state and Social Security taxes for each \$100 paid for state-sponsored medical, dental and vision insurance premiums and other eligible expenses

- **Health Care Flexible Spending Account**
Allows money to pay for certain out-of-pocket medical, dental, and vision expenses
- **Dependent Care Flexible Spending Account**
Allows savings related to child or elder care expenses