



Substance  
Abuse  
Counseling



Corrections  
Emergency  
Response  
Team  
training



Food Service



Corrections  
Officers

## 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](http://doc.mo.gov)**, **[ease.mo.gov](http://ease.mo.gov)** or contact the recruiting office.

Division of Human Services

2729 Plaza Drive

Jefferson City, MO 65102

Tel: 573-526-6477

Fax: 573-526-7666

Email: [Samona.Kosfeld@doc.mo.gov](mailto:Samona.Kosfeld@doc.mo.gov)

An Equal Opportunity Affirmative Action  
Employer Drug-Free Workplace

## Improving Lives for Safer Communities



**A HEART**   
**for SERVICE**

**Missouri Department of Corrections**



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

The Missouri Department of Corrections works to improve lives for safer communities. We manage and supervise justice-involved Missourians on probation, in prison and on parole.

Throughout the state, the DOC employs about 11,000 people in more than 200 merit classifications. To apply for any DOC position, including Corrections Officer I, please complete an application at **[ease.mo.gov](http://ease.mo.gov)**, or contact the recruitment office listed on the back of this brochure

## Benefits

- Missouri State Employee Retirement System
- Deferred compensation plan
- Health insurance (medical, vision, dental for employees and family)
- Paid life insurance
- Long-term disability insurance
- Cafeteria plan
- Paid holidays
- 10 hours annual leave per month
- 10 hours sick leave per month
- Uniforms provided when required
- Pre-service and in-service training
- Access to credit union
- Direct deposit of paycheck (required)
- Employee health, wellness and safety initiatives
- MOST 529 College Savings Program

## Application Process

Interested in a position with the Missouri Department of Corrections? View vacancies at **[doc.mo.gov](http://doc.mo.gov)** or **[oa.mo.gov](http://oa.mo.gov)**. Then complete an application at **[ease.mo.gov](http://ease.mo.gov)**. If you're qualified, you'll be notified by email. If an examination is required, you'll be notified of the time and place. Your score(s) will be sent to you by email and your name will be placed on a "Register of Eligibles." Some job classifications are based only on education and experience. All male applicants ages 18-25 must be registered with the Selective Service System.

## Hiring Process

When vacancies occur, the state agency may request a Register of Eligibles and/or fill the vacancy by the transfer/re-employment/promotion process. If a Register of Eligibles is requested, your name may be sent to the agency. Merit System rules require that vacancies be filled from the top 15 applicants or 15 percent of available applicants. Your score determines whether you receive an invitation to interview. All classes, with the exception of Corrections Officer I, use this hiring process.

### Corrections Officer I Hiring Process

If you are qualified for Corrections Officer I, you are required to complete:

**Pre-employment Screening** — This process consists of an interview and a physical agility test. After completion of this process, a thorough background investigation will be conducted. The background investigation can take up to two weeks.

## Job Classifications

Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at **[doc.mo.gov](http://doc.mo.gov)** or **[oa.mo.gov](http://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