

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES  
VACANCY NOTIFICATION FOR  
PROMOTION/DEMOTION/REASSIGNMENT/NEW HIRE  
Dependent upon Funding**

**POSTING DATE:** June 12, 2019  
**CLOSING DATE:** June 26, 2019 @ 3:00pm – ALL Applicants  
**CLASSIFICATION:** RESIDENTIAL OFFICER  
**POSITION OPEN:** .75 FTE – 1 position

Location	Shift	Status
Beje Clark Residential Center Mason City, Iowa	Varied Schedule, combination of shifts; many weekends; approximately 30 hours per week	Part-Time

**SALARY:** Pay Grade 23: **Hourly \$19.51 - \$28.91**

**GENERAL DUTIES:** Performs paraprofessional tasks in the rehabilitation, control, and security of clients in a community corrections facility. Performs related work as required.

**QUALIFICATIONS:**

Two years (60 credit hours) of college courses; or any equivalent combination of college education and human services experience which provides the required knowledge, skills, and abilities to equal the two-year minimum; or graduation from high school or a GED and two years of human services experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of psychological testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances.

All applicants must complete the  
**Department's Application for Employment**  
**to include unofficial transcript.**

**NO RESUMES WILL BE ACCEPTED**

Application for Employment: <http://www.2nddcs.com/Employment.html>

Submit completed Department Application forms to:  
[pattee.yetmar@iowa.gov](mailto:pattee.yetmar@iowa.gov)