



CORRECTIONS OFFICER

The City of Jennings is seeking to hire a full time Correctional Officer. Duties entail working a 12-hour shift that includes: booking, processing and supervising prisoners. Must be high school graduate or GED; 21 years of age and have no disqualifying criminal history. Valid driver's license preferred. Starting salary \$37,995 (C-13).

Application available at Jennings City Hall or online at www.cityofjennings.org *Application and resume **MUST** be submitted together.* NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999.

TO ALL APPLICANTS FOR THE JENNINGS DEPARTMENT OF CORRECTIONS:

When you return your application, it must include:

- a photocopy of your driver's license, *and*
- a police record check for St. Louis city and county,
- showing arrests and convictions, run within the last 30 days.

You may obtain this record check at the St. Louis County Bureau of Police Records, 7900 Forsyth, Room B013. They are open Monday through Friday from 9:00 a.m. to 5:00 p.m. The cost is \$9.00 payable by cash, check or money order. You must present ID such as a driver's license and social security card. For more information about obtaining a record check, call 314-615-5317 (OPTION 3).

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.