

**SENIORITY PLUS BID TRANSFER****BID ANNOUNCEMENT  
WJS-10-03**

Cook County Sheriff's Office  
Department of Women's Justice Services

**Female Correctional Sergeant Position****Summary**

Correctional Sergeants are responsible to ensure the safety and security of pre-trial detainees who are under the custody of the Department of Women's Justice Services (DWJS). This department provides an integrated model of treatment that incorporates substance abuse, mental health and physical health treatment along with re-entry and peer support services, to women in a gender responsive setting that promotes a safe and dignified environment. Correctional Sergeants are responsible to supervise correctional officers, work in collaboration with our multidisciplinary team that consists of mental health/substance abuse treatment staff and volunteers, as well as cross training throughout all DWJS treatment programs and perform other duties as assigned.

**Available Shifts / Details**

Per the Collective Bargaining Agreement, the following female Correctional Sergeants positions are open for bid in the Department of Women's Justice Services. Any interested Female Correctional Sergeants who meet the criteria listed below may submit a bid.

<b><u>Shift</u></b>	<b><u>Number of Positions</u></b>	<b><u>Detail</u></b>
11-7	1 Position	2 (Sunday/Monday)
11-7	1 Position	5 (Wednesday/Thursday)
7-3	1 Position	4 (Tuesday/Wednesday)
7-3	1 Position	2 (Sunday/Monday)
3-11	1 Position	7 (Friday/Saturday)
3-11	1 Position	5 (Wednesday/Thursday)

**Minimum Qualifications**

Applicants or Candidates that fail to meet any one of the Minimum Qualifications Listed below will be deemed Not Qualified.

- Must be a Female Correctional Sergeant
- Must successfully submit a bid slip and No Political Consideration Certification (NPCC) according to the Application Instructions below.
- Must currently hold the rank of Correctional Sergeant and have been in the rank for a minimum of one (1) year.
- Within the previous 12 months, must not have incurred one (1) or more Unpaid Unauthorized Activities, three (3) or more instances of Tardiness or six (6) or more instances of an Attendance Pattern, which are not associated with any Mitigating Circumstances. Suspected Unpaid Unauthorized Activity will be verified by Personnel. Please refer to the definition of Unauthorized Activity in the Glossary of the Sheriff's Employment Action Manual, which is posted on the Sheriff's website.
- Must not have received Department or OPR discipline resulting in a suspension(s) of a total of four (4) or more days within the previous 18 months. Written reprimands for minor infractions such as tardiness may disqualify an applicant, but it is not automatic. Counseling will not disqualify an Applicant.
- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID and firearm, meeting Sheriff's Office regulations.
- Must possess a valid driver's license.
- Must submit to a background check, which will include a criminal background check and a driver's license abstract.

- Must submit to an oral interview consisting of operational and personal attribute questions. The operational questions are derived from Sheriff's Orders, General Orders and other written policies and procedures. Must pass the operational portion of the interview with a minimum score of 16 out of 23 points from each panelist. The personal attribute questions are aimed to evaluate if a Candidate possesses the necessary characteristics for the position. Must pass the personal attribute portion of the interview with a minimum score of 53 out of 75 points from each panelist.
- Must submit a writing sample prior to interview. Must receive a passing minimum score of 14 out of 20 points.
- Must be in an active duty status at the time of interview.

### **Application Instructions**

Bid slips and No Political Consideration Certifications (NPCC) are available in the following three locations and on the Sheriff's website:

- Personnel Office  
DOC Division 5  
Office hours: 8:00 a.m. – 4:00 p.m., Monday – Friday
  - Department of Women's Justice Services  
Administrative Office, South Campus Building 1  
3026 S. California 2<sup>nd</sup> Floor South  
Office hours: 8:00 a.m. – 4:00 p.m. Monday – Friday
  - Department of Women's Justice Services  
Director's Office  
Division 17, 1<sup>st</sup> floor (Old Cermak bldg.)  
Office hours: 8:00 a.m. – 4:00 p.m., Monday - Friday
- Completed Bid slips and NPCC must be submitted to the DOC Personnel Office located in Division 5.
  - Bid slips must include the applicant's name, JDE or Employee number, rank, star number and location of current assignment.
  - Bid slips and the NPCC will be time stamped by the Personnel Liaison located in Division 5 on the following dates/times:

**August 6, 2010 through August 19, 2010  
8:00 a.m. – 4:00 p.m. Monday through Friday**

- Bid slips and NPCC will **not** be accepted outside of the dates and times listed above.
- Applicants that do not submit a completed NPCC will not be considered for the Seniority Plus Bid Transfer opportunity.

**Requirements:** A Candidate that fails to meet the position requirements will be returned to his or her original assignment.

Requirements for DWJS Correctional Sergeant include but are not limited to the following:

- Must successfully complete the Department of Women's Justice Services Training and be certified by the Training Institute.

### **Selection Process**

Candidates deemed Qualified based on the Minimum Qualifications will be selected based on Seniority.

**For further information regarding the above process, please refer to the Seniority Plus Bid Transfer procedures (Article J), which are posted on the Sheriff's website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org)**

**The Cook County Sheriff's Office prohibits all Unlawful Political Contacts and Unlawful Political Discrimination in all decisions related to any Employment Actions.**