

**APPLICANT INFORMATION**  
Oklahoma Department of Corrections  
3400 Martin Luther King Avenue, P. O. Box 11400  
Oklahoma City, Oklahoma 73136-0400  
Tel. (405) 425-2500

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**FILING PROCEDURES:** Permanent classified or former permanent classified employees applying for positions must apply on-line at [www.jobaps.com/OK/promo.asp](http://www.jobaps.com/OK/promo.asp) by 11:59 p.m. on the closing date indicated on the announcement.

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**REASONABLE ACCOMMODATION:** Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process by providing information regarding the specific nature of the accommodation requested, and the reason for the request, to the agency representative listed on the job announcement.

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**JOB FAMILY DESCRIPTORS AND PROMOTIONAL PLAN:** The job family descriptors which specify the major duties and minimum qualifications for each announced position and the department's promotional plan (OP-110235 entitled "Hiring and Promotional Procedures") may be reviewed at any facility or the Central Human Resources/Staffing Unit. The agency's promotion plan is also available on the agency's web page (<http://www.ok.gov/doc>) and job family descriptors are available on the Office of Human Capital Management's web page ([https://www.ok.gov/opm/HR\\_and\\_Employee\\_Services/Job\\_Family\\_Descriptors/](https://www.ok.gov/opm/HR_and_Employee_Services/Job_Family_Descriptors/)).

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**PRE-EMPLOYMENT DRUG TESTING:** Any person, whether an applicant for initial hire with the agency or a current employee promoting (other than career progression), voluntarily demoting, or requesting a transfer to any paid position as a Correctional Security Officer, Correctional Security Manager, Correctional Chief of Security, Probation and Parole Officer, Assistant District Supervisor, District Supervisor, Administrator of Probation and Parole, Fugitive Apprehension Agent, Fugitive Apprehension Manager, Correctional Investigative Administrator, Inspector General and any person whose assigned job duties include driving a commercial motor vehicle will be subject to pre-employment drug testing following a conditional offer of employment.

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**BACKGROUND INVESTIGATION:** No job offer is considered final until the applicant has successfully passed a background investigation.

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**VERIFICATION OF EMPLOYMENT ELIGIBILITY:** Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. This agency participates in the E-Verify Program established by the Department of Homeland Security and the Social Security Administration. Participation in the program does not exempt the agency from the obligation to complete a Form I-9 for all new employees. During the enrollment process, all new hires are required to provide proof of identity and employment eligibility.

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*The Oklahoma Department of Corrections is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.*

*The Oklahoma Department of Corrections promotes a drug free workplace. The use of tobacco or tobacco-like products (including vapor-producing devices) is prohibited on all property owned, contracted for use or leased by the State of Oklahoma.*