

# PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



**Organization Name:** Palm Beach County Sheriff's Office (West Palm Beach, Florida)  
**Job Title:** Recruit Corrections (Corrections Academy Sponsorship – PBSC/IRSC)  
**Recruiter:** HR Analyst – Loniesha Stewart

## Detailed Description

Responsible for the protection of life and property within detention facilities; deters and suppresses violations of laws within the facility and ensures rules are followed. Monitors and surveils inmates; performs inspections to ensure compliance with all federal, state, local and agency standards. Prepares legal documentation and reports, processes fingerprints and pictures to ensure inmate identification, executes emergency plans, resolves disputes and performs necessary restraint techniques. Performs other duties as assigned.

## Job Requirements

### Corrections Academy Sponsorship

- Must be at least 21 years of age (prior to academy graduation).
- High School Diploma or GED.
- Must meet all Florida Department of Law Enforcement (FDLE) requirements.
- Must meet all Palm Beach County Sheriff's Office (PBSO) requirements specified in the online assessment.
- Must possess or be able to obtain a valid Florida Driver's License prior to employment.
- Must present proof of automobile insurance, and be free from "at fault" accidents or convictions for violation(s) of traffic law to include adjudication withheld for the past twelve (12) months. A good driving record will include no Driver's License suspensions in the past one (1) year.
- Must successfully complete the Basic Abilities Test (BAT) for Corrections Academy.
- Must successfully complete the Physical Abilities Test (PAT) for Corrections Academy.
- Must be willing to travel to and adhere to all Palm Beach State College (PBSC) OR Indian River State College (IRSC) Academy rules including, but not limited to: No absences permitted during Academy. Participates in all calisthenics and physical training as scheduled.
- Able to perform the essential functions of the job for which applying with or without reasonable accommodation.
- Corrections Department employees are required to work overtime, with/without notice, & must be available for emergency call-in overtime.

## ADDITIONAL REQUIREMENTS

Candidates applying for this position must be willing and able to successfully complete the following:

- Corrections Academy & State Officer Certification Exam
- PBSO Field Training Program (FTO)
  - New Appointment Training: A 16 Week Training course, involving (4) 10-hour work days. Training includes a combination of High Liability and Classroom curriculum. The training also includes some afternoon and night shift portions.
  - Field Training for 6 weeks. This training schedule is flexible and will consist of day and night shifts.
- Commit to two (2) years of service as a sworn employee assigned to the Corrections Department.

## Additional Details

**DIVISION:** Various Locations

**WORK SCHEDULE:** Shift work, which may include varying hours, evening, nights, holidays and weekends.

**SALARY:** Corrections Academy Salary: \$4,316 per month, pay grade 140, step 3. Upon successful Academy graduation and Florida Department of Law Enforcement (FDLE) Certification: \$5,957 per month, pay grade 290, step 1 or as mandated by applicable collective bargaining agreement. Plus an excellent benefits package.

**SELECTION PROCESS:** Failure to successfully pass any of the steps specified below will result in applicant disqualification. Review of prior employment records will be conducted.

**EMPLOYMENT APPLICATION, SCREENING OF APPLICATION, INTAKE OF DOCUMENTS AND CREDIT CHECK, PRE-BACKGROUND CHECKS, CONDITIONAL OFFER OF EMPLOYMENT, MEDICAL EXAMINATION AND DRUG SCREENING, PSYCHOLOGICAL EVALUATION, POLYGRAPH & BACKGROUND INVESTIGATION:** In accordance with PBSO & FDLE standards.,  
**FINAL APPROVAL BY SHERIFF/DESIGNEE, FINAL OFFER OF EMPLOYMENT**

## How To Apply

To view the additional details and submit your online application please visit: [www.pbso.org/jobs](http://www.pbso.org/jobs)

If you have questions, please contact Human Resources directly at 561-688-3540

Palm Beach County Sheriff's Office is an Equal Opportunity Employer  
Veterans' Preference to be requested at time application is submitted

Certain service members may be eligible to receive waivers for Postsecondary educational requirements and are encouraged to apply  
Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to Human Resources.