MISSOULA COUNTY

DEPARTMENT OF HUMAN RESOURCES
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MISSOULA COUNTY
DETENTION OFFICER/JUVENILE DETENTION OFFICER
02/2014

Dear Candidate:

Thank you for your interest in becoming a Missoula County Detention Officer/Juvenile Detention Officer. The hiring process for this position involves several important steps. **It is very important that you read all information carefully and comply with all requirements.**

If you meet all initial qualification requirements, you will be notified by email that you are eligible to take the written test scheduled for March 10, 2014. At that time candidates interested in consideration for the Juvenile Officer will confirm their eligibility with the Human Resources representative. Note for Juvenile Officer applicants: in addition to the requirements common to both positions you must have a post secondary degree or one year experience working with youth.

As part of the application process, applicants must go to a Montana Job Service office and take four (4) "Prove It" tests as indicated in the posting. **These tests will not be scheduled for you** – you must contact your local Montana Job Service and make arrangements to take the tests. You are responsible to attach the results of those tests to your on-line application. If you are an out of state candidate please contact the Missoula Job Service to make arrangements for these tests. Contact Tom Sullivan 406 542-5759, tsullivan@mt.gov or Julissa Hensel 406 542-5786, jbencia-hensel@mt.gov .

If any of the required documents are not attached to your on-line application, your packet will be incomplete and you will be disqualified from participation in the recruitment.

Again, we appreciate your interest in employment at the Missoula County Detention Facility and wish you success.

Gina Brown, Recruitment Coordinator Missoula County Human Resources
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