

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **RECRUITMENT/PLACEMENT OFFICER**

### **Basic Purpose:**

Positions in this job are assigned responsibilities for coordinating the correctional officer hiring process for assigned locations.

### **Typical Functions:**

- Obtains and provides information to internal and external customers regarding the correctional officer recruitment and hiring process.
- Verifies that the applicant possesses at least the minimum education and experience requirements as listed on the official job description.
- Enters and retrieves information using appropriate computer software and receives and reviews source documents.
- Coordinates with local human resources units to schedule interviews, physical exams, and drug screenings for applicants.
- Collects and analyzes data regarding employment history, criminal activities and related records of the applicant; determines value of data for placement into computerized data management system.
- Conducts comprehensive interviews with applicants, employers, associates, references, and other knowledgeable individuals to establish the background, reputation, character, or suitability of the applicant.
- Analyzes public records, such as law enforcement reports, judgments, and educational transcripts of the applicant; contacts other businesses, agencies, departments and organizations to obtain and confirm information as necessary.
- Analyzes investigation results and draws logical and objective conclusions; may confer with agency officials or hiring managers; prepares the written background investigation report in a narrative format as prescribed by agency policy; makes recommendations regarding suitability for employment.
- Prioritizes and monitors assignments to ensure compliance with due dates.

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**Knowledge, Skills, and Abilities:**

Knowledge of spelling, punctuation, Microsoft Office Suite, and business English; of modern office methods and procedures; of the maintenance of complex records; and of the major policies and procedures governing assigned programs. Ability to establish and maintain effective working relationships; to handle confidential work with tact and discretion; to organize and present facts clearly and concisely, both orally and in writing; to interpret and handle routine matters in accordance with department policy; and to follow oral and written instructions.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Three years (3) experience providing advanced technical/clerical support in a large organization; up to two (2) years of college level coursework may be substituted for the required experience. Preference will be given to candidates with professional recruitment experience.