

STEVENS CORRECTIONAL CENTER

Date of Posting: 17 October 2018
Deadline to Apply: 26 October 2018

*****Positions Available For 2017-2018*****

POST **** NOTICE OF JOB OPENINGS **** POST

Any persons interested in the position below can apply at the personnel office at the Stevens Correctional Center Human Resource Department.

The positions will be posted for a minimum of ten days from the date of the posting.
Office hours are from 8:00 a.m. to 4:00 p.m.

Qualifications are outlined in the Job Description

There is an opening for one (1) **Inspector III** position. Anyone interested in this position may apply by filling out a job application and forwarding it to the Human Resource Department.

Posted are the minimum qualifications, examples of job duties, knowledge and skills required for this position.

You must fill out a job application to apply for this position and send it the Human Resource Dept.

TO APPLY: SEND STEVENS CORRECTIONAL APPLICATION TO:

**REBECCA JOHNSON/MELISSA LAFFERTY
STEVENS CORRECTIONAL CENTER
HUMAN RESOURCE DEPARTMENT
795 VIRGINIA AVE
WELCH, WV 24801**

**PHONE: 304-436-5514
FAX: 304-436-5516**

INSPECTOR III

Pay Grade 12

Nature of Work

Under general supervision, performs work at the advanced level by conducting inspections in the enforcement of various state and federal regulatory laws and regulations. Work is performed according to prescribed procedures and involves direct contact with employees, public officials, civic, labor groups, and the public. Involves traveling throughout the state and working irregular hours. May supervise or act as lead worker. Performs related work as required.

Distinguishing Characteristics

The Inspector III is distinguished from the Inspector II by the broader scope of administrative oversight and responsibility for planning and operational aspects of the area of inspection. This level functions in a lead worker capacity.

Examples of Work

Conducts complex, special and extraordinary inspections.
Instructs and supervises subordinate inspectors in particular aspects of investigative techniques.
Takes enforcement actions indicated by results of inspections, tests, and investigations.
Makes recommendations concerning the proper application of laws, rules, and regulations, and resolves violations.
Participates in evaluating inspection procedures and advising on policy matters.
Prepares detailed and complex inspection reports and correspondence.
Confers with officials concerning problems related to inspection assignments.

Knowledge, Skills and Abilities

Knowledge of laws, rules and regulations of agency assigned.
Knowledge of proper inspection techniques and procedures.
Knowledge of any special device related to area of inspection; i.e., mechanical, weighing and measuring devices.
Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
Ability to instruct and supervise subordinates in inspection methods and procedures.
Ability to evaluate the effectiveness of inspection policies and techniques.
Ability to express ideas clearly, both orally and in writing.
Ability to prepare required forms, correspondence and reports.
Ability to establish and maintain effective working relationships with other employees, officials and the general public, and to deal with controversial matters in a tactful manner.
Ability to perform physical tasks requiring some strength and agility.

INSPECTOR III**Minimum Qualifications**

TRAINING Graduation from a standard four-year high school or the equivalent.

EXPERIENCE Six years of full-time or part-time equivalent paid experience in a field closely related to the area of assignment, such as purchasing, barbering, beauty culture, law enforcement, investigations, safety inspection, weights and measures, transportation, highway construction or maintenance, industrial maintenance or responsible public

EXPERIENCE FOR STATE FIRE MARSHAL'S OFFICE ONLY: Six years of full-time or equivalent part-time paid or unpaid experience in the area of assignment is acceptable.

SUBSTITUTION (1) Successfully completed study in an accredited college or university may be substituted on a year-for-year basis. (2) Completion of a course in industrial safety under the sponsorship of the National Safety Council or the American Society of Safety Engineers may be substituted for Safety Inspector. (3) Completion of a two year Radiologic Technologist Training Course and current membership registration in the American Registry of Radiologic Technologist (ARRT) may be substituted for the total experience requirement.

SPECIAL REQUIREMENT (1) Licensure and/or certification pertinent to area of assignment may be required. (2) A valid West Virginia driver's license may be required.

AREA OF ASSIGNMENT FOR INSPECTOR I, II, III

Barber and/or Beauty Culture
 Highway Construction or Maintenance
 Housing and Urban Development
 Industrial Maintenance
 Investigations
 Law Enforcement
 Manufactured Housing
 Mobile Homes
 Purchasing
 Responsible Public Contact Work
 Safety Inspection
 Transportation
 Weights and Measures

Established: 8/20/92
 Revised: 3/16/94, 8/4/11
 Effective: 8/4/11