

State of Alabama
Personnel Department
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Continuous Announcement

PROBATION AND PAROLE OFFICER - 60901

Salary: \$31,488.00 - \$53,995.20

*Entry salary begins at Step 4 - \$33,902.40

Announcement Date: November 1, 2000

Revised Date: September 1, 2008

JOB INFORMATION

Probation and Parole Officer is a permanent, full-time position with the Board of Pardons and Paroles. Positions are located across the state. Work includes conducting pre-parole investigations for a parole board and pre-sentence investigations for courts with probationary power.

MINIMUM REQUIREMENT

- Graduation from an accredited* four year college or university. Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

NOTE

- On the reverse side of this announcement is a required questionnaire. If you check No for any statement, you may wish to reconsider applying for this position. Attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached will not be accepted.

ADDITIONAL REQUIREMENTS

Applicants must meet all of the following special requirements to be hired by the appointing agency:

- Applicants must possess a valid driver's license issued by the Alabama Department of Public Safety at the time of their appointment.
- Applicants must meet the minimum standards of the Alabama Peace Officers' Standards and Training Act during their probationary period.
- All applicants will be required to complete the Peace Officers Standards and Training Commission Physical Ability/Agility Test.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam.**

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to the State Personnel Department web site or call us at (334) 242-3389 for complete information on our policy for accepting post-secondary and advance degrees.

PROBATION AND PAROLE OFFICER - 60901
WILLINGNESS QUESTIONNAIRE

Are you willing and able to:

- | | YES | NO |
|--|------------|-----------|
| 1. Attempt to successfully complete a pre-employment physical ability/agility test? | _____ | _____ |
| 2. Have a complete physical examination as required by the Alabama Peace Officer's Standards and Training Commission? | _____ | _____ |
| 3. Verify you do not have or have never had a conviction for a felony or misdemeanor involving force, violence, or moral turpitude? | _____ | _____ |
| 4. Verify you obtained an honorable discharge if you served in the armed forces of the United States? | _____ | _____ |
| 5. Work non-traditional hours (other than 8 a.m.-5 p.m.) including nights and weekends? | _____ | _____ |
| 6. Have a listed telephone number? | _____ | _____ |
| 7. Be certified in the use of chemical weapons such as OC spray? | _____ | _____ |
| 8. Be certified in the use of firearms (handgun and shotgun)? | _____ | _____ |
| 9. Attend and successfully complete mandatory firearm re-qualification with a handgun each year? | _____ | _____ |
| 10. Receive mandatory officer training each year (12 or more hours)? | _____ | _____ |
| 11. Receive training and use computer automated systems for caseload management and investigations? | _____ | _____ |
| 12. Furnish your own automobile for use on the job? (Mileage will be reimbursed) | _____ | _____ |
| 13. Consistently work under pressure in order to meet multiple deadlines to include investigations ordered by the Parole Board and Courts? | _____ | _____ |
| 14. Make home visits and effect arrests in any area to which you are assigned to include low income housing projects and confirmed "crack houses"? | _____ | _____ |
| 15. Transport offenders with various medical conditions in a state vehicle? | _____ | _____ |
| 16. Maintain strict confidentiality of all offenders' medical information to which you have access? | _____ | _____ |
| 17. Work with persons who live alternative lifestyles? | _____ | _____ |
| 18. Work with persons who have been convicted of a wide range of criminal offenses? | _____ | _____ |
| 19. Work with persons who have HIV infection (AIDS Virus)? | _____ | _____ |
| 20. Work with persons who are substance abusers? | _____ | _____ |
| 21. Take verbal abuse from offenders or third parties without retaliating physically or verbally? | _____ | _____ |
| 22. Work in jail/prison settings? | _____ | _____ |
| 23. Perform DNA testing by swabbing offenders' mouth? | _____ | _____ |
| 24. Collect urine specimens in restrooms in accordance with proper procedure? | _____ | _____ |

Print your name

Signature

Social Security Number