

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## PROBATION AND PAROLE OFFICER - 60901

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

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

**Announcement Date:** November 1, 2000

**Revised Date:** December 12, 2012

### **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 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](http://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.*

**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.

**Revised**

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**PROBATION AND PAROLE OFFICER - 60901  
WILLINGNESS QUESTIONNAIRE**

**Are you willing and able to:**

- |   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| 1. Repay all training costs and expenses associated with any required APOSTC law enforcement academy training if you resign, or your employment is terminated by the Board within 24 months from the date that you graduate from an APOSTC academy, and you are not subsequently reemployed by another in-state governmental law enforcement agency at the time of your resignation/termination at any time during the 24 month time period after having completed the law enforcement academy. | _____      | _____     |
| 2. Attempt to successfully complete a pre-employment physical ability/agility test?   | _____      | _____     |
| 3. Have a complete physical examination as required by the Alabama Peace Officer's Standards and Training Commission?   | _____      | _____     |
| 4. Verify you do not have or have never had a conviction for a felony or misdemeanor involving force, violence, or moral turpitude?   | _____      | _____     |
| 5. Verify you obtained an honorable discharge if you served in the armed forces of the United States?   | _____      | _____     |
| 6. Work non-traditional hours (other than 8 a.m.-5 p.m.) including nights and weekends?   | _____      | _____     |
| 7. Have a listed telephone number?  | _____      | _____     |
| 8. Be certified in the use of chemical weapons such as OC spray?  | _____      | _____     |
| 9. Be certified in the use of firearms (handgun and shotgun)?   | _____      | _____     |
| 10. Attend and successfully complete mandatory firearm re-qualification with a handgun each year?   | _____      | _____     |
| 11. Receive mandatory officer training each year (12 or more hours)?  | _____      | _____     |
| 12. Receive training and use computer automated systems for caseload management and investigations?   | _____      | _____     |
| 13. Furnish your own automobile for use on the job? (Mileage will be reimbursed)  | _____      | _____     |
| 14. Consistently work under pressure in order to meet multiple deadlines to include investigations ordered by the Parole Board and Courts?  | _____      | _____     |
| 15. Make home visits and effect arrests in any area to which you are assigned to include low income housing projects and confirmed "crack houses"?  | _____      | _____     |
| 16. Transport offenders with various medical conditions in a state vehicle?   | _____      | _____     |
| 17. Maintain strict confidentiality of all offenders' medical information to which you have access?   | _____      | _____     |
| 18. Work with persons who live alternative lifestyles?  | _____      | _____     |
| 19. Work with persons who have been convicted of a wide range of criminal offenses?   | _____      | _____     |
| 20. Work with persons who have HIV infection (AIDS Virus)?  | _____      | _____     |
| 21. Work with persons who are substance abusers?  | _____      | _____     |
| 22. Take verbal abuse from offenders or third parties without retaliating physically or verbally?   | _____      | _____     |
| 23. Work in jail/prison settings?   | _____      | _____     |
| 24. Perform DNA testing by swabbing offenders' mouth?   | _____      | _____     |
| 25. Collect urine specimens in restrooms in accordance with proper procedure?   | _____      | _____     |

\_\_\_\_\_  
**Print your name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Social Security Number**



# STATE OF ALABAMA



## PERSONNEL DEPARTMENT

300 Folsom Administrative Building  
Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Jackie Graham  
State Personnel Director  
Alice Ann Byrne  
Deputy Director

## MEMORANDUM

**TO: Persons Interested in Continuous Announcements**

**FR: State Personnel Director**

**SUBJECT: Weekday Testing For:**

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<u>Second Friday of the Month</u>		<u>Fourth Friday of the Month</u>	
<b>ASA I</b>	<b>10196</b>	<b>Account Clerk</b>	<b>10601</b>
<b>ASA II</b>	<b>10197</b>	<b>ES Representative</b>	<b>11408</b>
<b>ASA III</b>	<b>10198</b>	<b>Engineering Assistant I</b>	<b>20111</b>
<b>Retirement Counselor</b>	<b>10875</b>	<b>PEDS I</b>	<b>21231</b>
<b>Health Services Administrator I</b>	<b>40761</b>	<b>Financial Support Worker</b>	<b>50247</b>
<b>Drivers License Examiner</b>	<b>60410</b>	<b>Classification Specialist</b>	<b>50340</b>
<b>Probation and Parole Officer</b>	<b>60901</b>	<b>Probation and Parole Officer</b>	<b>60901</b>

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **334-353-3492** to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

**TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.**

Friday tests will be conducted **ONLY** at the State Personnel Department Testing Center located at the following address:  
State Personnel Test Facility  
3738 Atlanta Highway  
Montgomery AL 36109

**\*NOTE:** Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classification on Saturdays.

# State Personnel Department Test Center

3738 Atlanta Highway

Montgomery, AL 36109

(334) 272-6245

