

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## PROBATION AND PAROLE SPECIALIST – 60932

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Salary: \$27,806.40 - \$45,501.60  
Announcement Date: October 26, 2011

### **JOB INFORMATION**

The Probation and Parole Specialist is a permanent full-time position with the Alabama Board of Pardons and Paroles. Positions are located throughout the state. This is administrative work in preparing investigations to include pre-sentence and post-sentence investigation reports as required by the Department.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited\* four-year college or university

### **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.

### **EXAMINATION**

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The How to Prepare Guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

### **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 website or call us at 334-242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

## Probation & Parole Specialist Questionnaire

**Are you willing and able to:**

**YES    NO**

- |   |       |       |
|---|-------|-------|
| 1. Verify you do not have or have never had a conviction for a felony or misdemeanor involving force, violence, or moral turpitude?     | _____ | _____ |
| 2. Verify you obtained an honorable discharge, if you served in the United States Armed Forces?   | _____ | _____ |
| 3. Receive training and use computer automated systems for investigations?  | _____ | _____ |
| 4. Furnish your own automobile for use on the job, if required? (Mileage will be reimbursed)  | _____ | _____ |
| 5. Consistently work under pressure in order to meet multiple deadlines involving investigations ordered by the courts or Parole Board? | _____ | _____ |
| 6. Maintain strict confidentiality of all offenders' information to which you have access?  | _____ | _____ |
| 7. Work with persons who live alternative lifestyles?   | _____ | _____ |
| 8. Work with persons who have been convicted of a wide range of criminal felonies?  | _____ | _____ |
| 9. Work with persons who may have the HIV infection (AIDS Virus)?   | _____ | _____ |
| 10. Work with persons who are chemical substance abusers?   | _____ | _____ |
| 11. Accept verbal abuse from offenders or third parties without retaliating physically or verbally?                                     | _____ | _____ |
| 12. Work in jail/prison settings?   | _____ | _____ |
| 13. Collect urine specimens for drug testing in restrooms in accordance with proper procedure?  | _____ | _____ |

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Last four numbers of SSN