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

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: 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 positon 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***, 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:

	YES	NO
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

Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

March 3, 2015

MEMORANDUM

TO: **Persons Interested in Continuous Announcements**

FROM: **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:

Second Friday of the Month		**Fourth Friday of the Month**	
Clerk	**10121**	**Account Clerk**	**10601**
ASA I	**10196**	**ES Representative**	**11408**
ASA II	**10197**	**Engineering Assistant I**	**20111**
ASA III	**10198**	**PEDS I**	**21231**
Drivers License Examiner	**60410**	**Health Services Administrator I**	**40761**
Probation & Parole Off.	**60901**	**Financial Support Worker**	**50247**
		Classification Specialist	**50340**
		Probation & Parole Specialist	**60932**
		Retirement Counselor	**10875**

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **(334) 353-3492** to receive 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.

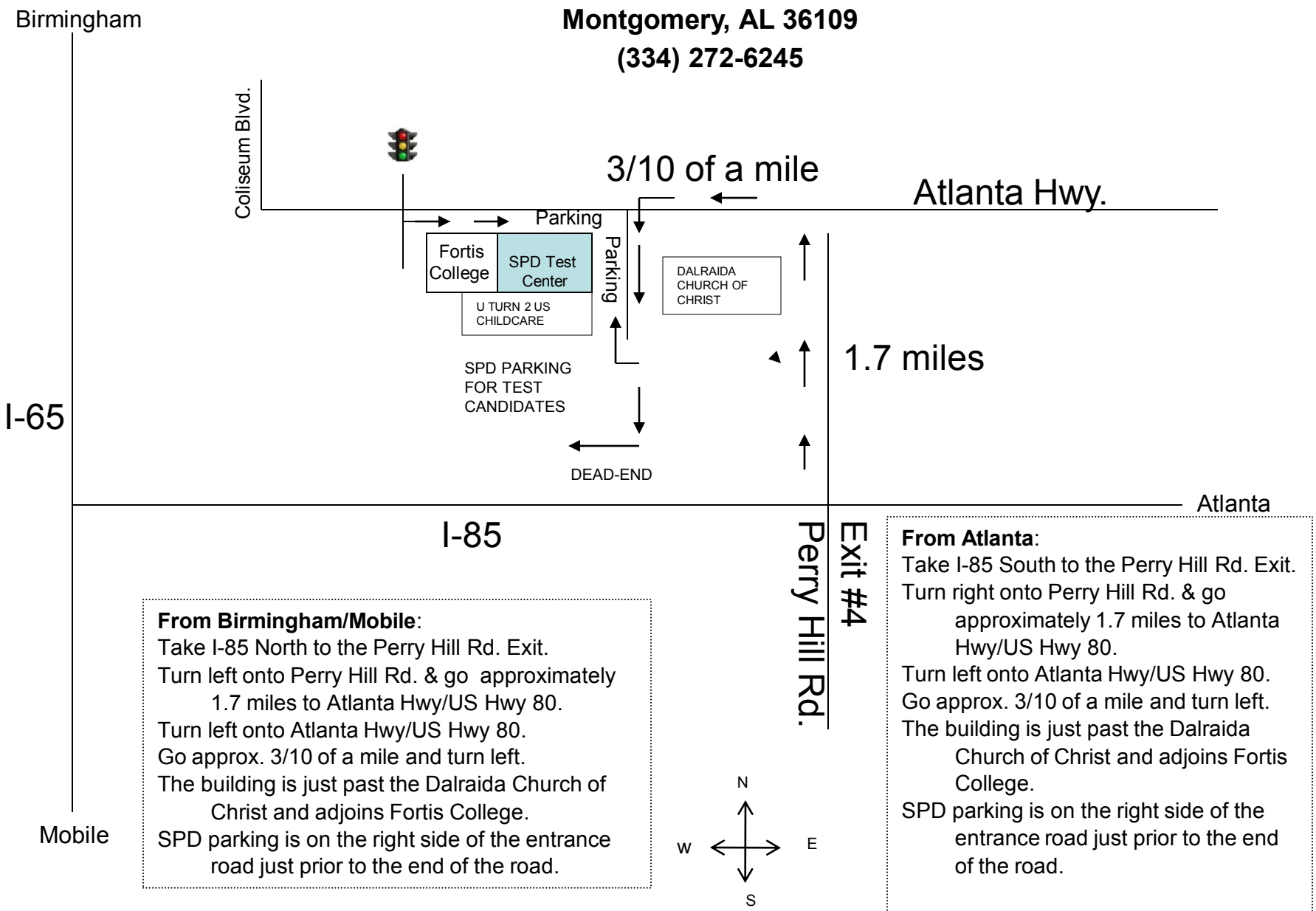
Friday tests will be conducted **ONLY** at the State Personnel Department located at the following address:

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 classifications on Saturdays.

State Personnel Department Test Center

3738 Atlanta Highway
Montgomery, AL 36109
(334) 272-6245



From Birmingham/Mobile:
Take I-85 North to the Perry Hill Rd. Exit.
Turn left onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.
Turn left onto Atlanta Hwy/US Hwy 80.
Go approx. 3/10 of a mile and turn left.
The building is just past the Dalraida Church of Christ and adjoins Fortis College.
SPD parking is on the right side of the entrance road just prior to the end of the road.

From Atlanta:
Take I-85 South to the Perry Hill Rd. Exit.
Turn right onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.
Turn left onto Atlanta Hwy/US Hwy 80.
Go approx. 3/10 of a mile and turn left.
The building is just past the Dalraida Church of Christ and adjoins Fortis College.
SPD parking is on the right side of the entrance road just prior to the end of the road.