

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 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



# 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

March 3, 2015



Jackie Graham  
State Personnel  
Director  
Alice Ann Byrne  
Deputy Director

### 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:

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

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

Birmingham

I-65

Mobile

Coliseum Blvd.



3/10 of a mile

Atlanta Hwy.



SPD PARKING FOR TEST CANDIDATES

DEAD-END

DALRAIDA CHURCH OF CHRIST

1.7 miles

I-85

Perry Hill Rd.

Exit #4

Atlanta

### 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.

