The Probation and Parole Specialist is a permanent, full-time position with the Alabama Bureau 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 REQUIREMENT(S)

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

NOTE(S)

- 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
- A Written Multiple Choice Exam will comprise 100% of the final score for the open-competitive register.
- 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, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Salary: $34,600.80 - $57,861.60
Announcement Date: October 26, 2011
Revised Date: July 20, 2022

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel’s policy for accepting post-secondary and advanced degrees.
Probation & Parole Specialist Questionnaire - 60932

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’ medical 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: ______________________________ Last four numbers of SSN: _______