



State of Alabama Personnel Department
64 North Union Street
Montgomery, AL 36130-4100
Phone: (334) 242-3389 **Fax:** (334) 242-1110
www.personnel.alabama.gov
Continuous Announcement

PROBATION AND PAROLE SPECIALIST – 60932

Salary: \$36,705.60 - \$61,377.60
Starting salary upon initial appointment to the merit system may be based on various factors.

Announcement Date: May 10, 2023

Revised Date: September 13, 2023

JOB INFORMATION

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. 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(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
- An evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register.

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.
- Individuals currently on the register DO NOT need to reapply to remain eligible for employment.

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: _____