State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
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www.personnel.alabama.gov

Continuous Announcement

PROBATION AND PAROLE SPECIALIST – 60932

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, 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