

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 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



STATE OF ALABAMA

PERSONNEL DEPARTMENT

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Montgomery, Alabama 36130-4100

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www.personnel.alabama.gov

January 30, 2013



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:

Second Friday of the Month		Fourth Friday of the Month	
Clerk	10121	Account Clerk	10601
ASA I	10196	ES Representative	11408
ASA II	10197	PEDS	21230
ASA III	10198	Health Services Administrator I	40761
ABC Sales Associate I	11706	Financial Support Worker	50247
Drivers License Examiner	60410	Classification Specialist	50340
State Capitol Police	60637	Probation & Parole Specialist	60932
Probation & Parole Off.	60901	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 11:00 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.

