



**State of Alabama Personnel Department**  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)  
Continuous Announcement

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## PROBATION AND PAROLE OFFICER, TRAINEE – 60899

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**Salary:** \$41,268.00 - \$69,012.00  
Starting salary upon initial appointment to the merit system may be based on various factors.

**Announcement Date:** November 4, 2020

**Revised Date:** September 18, 2024

### JOB INFORMATION

The Probation and Parole Officer, Trainee is a permanent, full-time position with the Bureau of Pardons and Paroles. Positions are located across the state. This is specialized probation and parole work as a trainee that consists of formal on-the-job training of the policies and procedures associated with the supervision and rehabilitation of supervised adult offenders.

### MINIMUM REQUIREMENT(S)

- Applicants must possess a high school diploma or GED certificate.
- Applicants must be 21 years of age or older.
- Applicants must provide one of the following with their applications: (1) valid certification of having passed the Basic Ability Test (BAT) for Law Enforcement Officers (also called ACT WorkKeys) as required by APOSTC OR (2) proof of possession of an Associate's degree or higher from an accredited\* college or university (copy of diploma or transcript) OR (3) APOSTC certification number and issue date in the Professional License or Certificate section on their applications. (APOSTC Correctional Officers are not eligible for this exemption from the BAT). Applications without the required documentation will not be accepted. For additional information, see the back of this announcement.

### ADDITIONAL REQUIREMENT(S)

- Applicants must meet all of the following special requirements to be hired by the appointing agency:
- Applicants must be a U.S. Citizen at the time of appointment.
- Applicants must possess a valid driver license at the time of appointment.
- Applicants must successfully complete a background investigation.
- Applicants must meet the minimum standards of the Alabama Peace Officers' Standards and Training Act during their probationary period, which includes the following physical components:
  - An obstacle course in 90 seconds where applicants push a vehicle 15 feet, climb a 6-foot wall or chain link fence, crawl through a small window, walk a balance beam, and drag a 165-pound dummy 15 feet;
  - At least 22 push-ups in 60 seconds;
  - At least 25 sit-ups in 60 seconds;
  - A 1.5 mile run in 15 minutes and 28 seconds.
- (Applicants should indicate if they are currently APOSTC certified in the Professional License or Certificate section on their applications. Please include the certification number and issue date in the space provided.)

### 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](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 Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

**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.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

### Basic Abilities Test (BAT)

Effective July 1, 2017, APOSTC adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification. The ACT WorkKeys Assessment/BAT is currently offered at all of Alabama's community colleges in the Workforce Development Program. Administration schedules and guidelines vary by location so applicants should contact their preferred community college to get details regarding test administration. A list of community colleges and contact information is included on the APOSTC website listed below.

Applicants must submit a copy of their BAT results with their applications in order to be placed on the register. There are two exceptions for applicants who are not required to take the BAT: (1) Applicants who possess an Associate's degree or higher, and (2) Applicants who are already APOSTC certified (This includes applicants who are required to complete the Refresher training for reinstatement of his/her certification). Applicants with an Associate's degree or higher must submit a copy of their diploma or transcript; if you do not submit proof of your degree, your application will not be accepted. For applicants who are APOSTC certified, you must include your APOSTC certification number and issue date in the Professional License or Certificate section on your application.

### Frequently Asked Questions

- What is the BAT? BAT stands for Basic Ability Test. APOSTC has adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification.
- What sections comprise the test? The BAT is comprised of three skill areas: 1) Applied Math, 2) Graphic Literacy, and 3) Workplace Documents (understanding memos, notices, policies, and other written text). No prior knowledge of law or law enforcement is needed to answer the questions. A prep course called Police Exam 3Rs is available online for law enforcement reading, writing, and math. (This study material is not developed or endorsed by the Alabama Bureau of Pardons and Paroles or SPD; it is only a suggestion of study material available online and does not guarantee success on the exam.)
- Where can I take the BAT? Individuals who do not possess a valid ACT WorkKeys Assessment/BAT may test at any Alabama community college within the State. Applicants should contact their preferred community college for scheduling and other related information.
- When should I take the BAT? You must successfully complete the BAT before you can be placed on the register for Probation and Parole Officer, Trainee. Applicants must attach a copy of their BAT results to their applications in order to be placed on the register.
- When will I know my score? The community college will provide you with a copy of your BAT results, and you should attach a copy of the results to your application.
- How much does the BAT cost? The standard fee to take the BAT at all Alabama community colleges is currently \$45 (\$15/section). The fee is payable to the community college and is required prior to testing.
- What if I do not pass a section of the BAT? Should you fail any section of the three-segment test, you will be allowed to re-take only that segment of the test for an additional fee of \$15 per segment.

For additional information, go to the APOSTC website: [www.apostc.state.al.us](http://www.apostc.state.al.us), and click on "ACT WorkKeys Assessment Adopted as Basic Ability Test (BAT)."