



CAREER SERVICE

DIVISION OF HUMAN RESOURCES
OFFICE OF PERSONNEL ADMINISTRATION
MERIT SYSTEM SELECTION AND CLASSIFICATION
(401) 222-2172
CIVIL SERVICE
EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS BEING OFFERED TO ESTABLISH A CIVIL SERVICE LIST THAT WILL BE IN EFFECT FOR UP TO FOUR YEARS

PROBATION AND PAROLE OFFICER I #6254 (pay grade 27)

SALARY RANGE: \$49,547 – 56,039*

GENERAL STATEMENT OF DUTIES: Under close supervision, to perform a variety of probation and parole functions; to perform tasks related to case investigations, casework, community supervision, and counseling in the rehabilitation of adult criminals of wayward/delinquent juveniles entrusted to probation and parole by various state courts, the Rhode Island Parole Board and the Interstate Compact; to assist in the rehabilitation and transition of parolees within the community; to support probationer and parolee rehabilitation and work collaboratively with court personnel to ensure rehabilitation and community safety; and to do related work as required.

MINIMUM QUALIFICATIONS:

EDUCATION: Such as may have been gained through: Possession of Bachelor's Degree from an accredited institution of higher education with a specialization in sociology, psychology, social work, penology, criminal justice, or a closely related field; and

EXPERIENCE: Such as may have been gained through: A minimum of one year experience in a criminal justice, casework, and/or case management environment, or closely related work experience with related client populations.

EXAMINATION WEIGHT: 80% WRITTEN; 20% EDUCATION AND EXPERIENCE

ALL APPLICATIONS MUST BE RECEIVED AT THE OFFICE OF PERSONNEL ADMINISTRATION NO LATER THAN THE LAST DAY OF THE APPLICATION PERIOD. NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSE OF THE APPLICATION PERIOD.

APPLICATION PERIOD: November 17, 2008 THROUGH December 26, 2008

ALL APPLICANTS MUST COMPLETE AND SUBMIT AN EXAMINATION APPLICATION (CS-9), WHICH MAY BE OBTAINED AT ANY DEPARTMENT OF LABOR AND TRAINING NETWORK RHODE ISLAND CAREER CENTERS OR BY APPLYING IN PERSON AT THE OFFICE OF PERSONNEL ADMINISTRATION, ONE CAPITOL HILL, 3RD. FLOOR, PROVIDENCE, RHODE ISLAND. THE CS-9 FORM IS NOT AVAILABLE ON-LINE.

- NOTE:** The Office of Personnel Administration does not assume responsibility for applications sent through the mail.
NOTE: The Personnel Administrator, at his discretion, may declare the list resulting from this examination appropriate for any comparable classification.
NOTE: Any individual with a disability who requires assistance during the exam process should notify the Examination Section in advance to ensure that appropriate accommodations will be made.

***WAGES SUBJECT TO UNION CONTRACT**
GENERAL INFORMATION TO CANDIDATES (222-2172)
RHODE ISLAND RELAY: 711

See reverse side for further information.

AN EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER

ANN. # 9/08