**Job Title: PROBATION/PAROLE ASSOCIATE**

**Department of Public Safety, Community Corrections**

**The salary for this position is $34,190.**

This posting is statewide and encompasses all counties in North Carolina.

**Description of Work**

The mission of Community Corrections is to protect the safety of citizens in communities throughout the state by providing viable alternatives and meaningful supervision to offenders placed in our custody. The primary goal of Community Corrections is to reach an equal balance of control and treatment for offenders that will positively affect their behavior and lifestyle patterns.

As a member of our team, you will contribute to public safety by providing supervision, case management and intervention services to criminal offenders released to the community. The Probation/Parole Associate is responsible for supervising a caseload consisting of both high and low risk offenders. The Probation/Parole Associate utilizes electronic monitoring systems, curfews, searches and drug screenings as interventions. The Probation/Parole Associate develops and implements extensive case management plans, using principles of evidence-based practices to continue the rehabilitation process and work toward successful completion of the probation/parole supervision. Position requires the flexibility to work day, evening and weekend schedules and provide on-call coverage. The Probation/Parole Associate testifies in court and has extensive interaction with court personnel, victims, community agencies, and law enforcement personnel.

Probation/Parole Associates:

* Carry and use gun and OC Pepper spray
* PPAs do not always work with a partner and are expected to make home visits, sometimes in the middle of the night when on-call
* Must be able to arrest offenders
* Search an offender's home
* Must be able to learn a variety of software
* Make decisions about punishment of an offender who is non-compliant
* Must be able to pass certification requirements to include attending five consecutive weeks of Basic training and remain on campus overnight. Training includes but is not limited to:
	+ Firearms
	+ OC Pepper Spray
	+ Controls, Restraints and Defensive Techniques (CRDT, non-lethal self defense)
	+ Arrest, Search and Seizure
	+ Administering drug tests
	+ Ethics
	+ Laws, procedures, policies

**Knowledge, Skills and Abilities/Competencies:**

The successful Probation/Parole Associate demonstrates effective oral and written communication skills; strong problem-solving and organizational skills; ability to use computer software to maintain electronic records and databases; ability to exercise independent judgment; ability to work with and maintain positive professional working relationships with clients, community leaders, law enforcement, and court officials. Must maintain a professional demeanor while working with potentially volatile and assaultive clients and be able to defend self and others if need arises.

Prior to hire, the successful applicant must:

* Pass a background checks,
* Pass drug screening,
* Be physically able to perform the essential functions of the job and must pass a physical exam,
* Pass a psychological screening,
* Be a US or naturalized citizen, and
* Be able to pass Criminal Justice certification.

Within 30 days after hire, the PPA must:

* Have a valid NC driver's license,
* Live within 30 miles of the county to which assigned, and,
* Reside within the state of North Carolina.

Once hired, the Probation/Parole Associate must pass a firearms test, self-defense class and must pass the Basic PPO Certification Exam.

**Minimum Education and Experience Requirements:**

Bachelors Degree with a major in Criminal Justice, Psychology, Social Work, or other related human services field.

There is no equivalency for the four-year degree requirement based on N.C. Criminal Justice Education and Training Standards Commission.  All degrees must be received from appropriately accredited institutions. Necessary Special Qualifications - must be eligible for certification by the North Carolina Criminal Justice Education and Training Standards Commission.

Applicants with a Human Service degree, such as Political Science, Social Science or similar subjects **must attach** a copy of his/her college transcript for evaluation.

Applicants may apply one month prior to graduating with a related Bachelor's degree.

**Supplemental and Contact Information**

Applications are accepted once within a twelve-month time period and are inactivated after twelve (12) months.  Inactive applications will not be considered; to continue your interest in the position you must reapply.

Applicants with a Human Service degree, such as Political Science or Social Science or similar subjects **must attach** a copy of his/her college transcript for evaluation.

The N.C. Department of Public Safety (DPS) is an Equal Opportunity Employer and encourages qualified men and women to apply. DPS uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Human Resources Act with the most qualified individuals. Hiring salary will be based on relevant qualifications, internal equity and budgetary considerations pertinent to the advertised position.

Applicants seeking Veterans' Preference **must attach**a **DD form 214**, Certificate of Release or Discharge from Active Duty, along with your application.

The NC Department of Public Safety must adhere to the US Department of Justice Final Rule on the "National Standards to Prevent, Detect, and Respond to Prison Rape".  Click this link for information on hiring and promotion prohibition requirements for all positions in the NC Department of Public Safety:  [PREA Hiring and Promotion Prohibitions](https://files.nc.gov/ncdps/documents/files/Employee_StatementPREA.pdf).

It is critical to our screening and salary determination process that applications contain comprehensive information. Information should be provided in the appropriate areas to include the **beginning and ending dates of jobs worked**, education with date graduated, work experience and certificates.  Answers to supplemental questions are not a substitute for providing all relevant information within the body of your application.  Resumes will not be accepted in lieu of the state application. Degrees must be received from appropriately accredited institutions.

This position is certified through the North Carolina Department of Justice-Criminal Justice Standards Division. Refer to <https://ncdoj.gov/law-enforcement-training/criminal-justice/officer-certification-programs/correctional-and-probation-parole-officer-certification/>
 for specific certification requirements.  Persons in certified positions must be US or naturalized citizens.

Due to the high volume of applications, **only those applicants selected for an interview will be contacted and this process may take** **30- 90**days.  Applications are on file for 12 months.

To check your status, log into your account and click "Application Status".

If there are any questions specific to this posting, please contact Human Resources at (919) 324-1123.

For technical issues with your application, please call the NEOGOV help line at 855-524-5627.

**For a list of Frequently Asked Questions, click here:**
<https://files.nc.gov/ncdps/documents/files/PPO-FAQ-2-2020.pdf>   **If your question is not answered, you may email****ProbationParoleApplicant@ncdps.gov****.**