



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC**

**PAROLE OFFICER 1**

**ANNUAL \$61,083  
SALARY: \$79,636**

**SALARY  
GROUP: CP 13**

**APPLICATION CLOSING  
DATE: SEE BELOW**

**EXAM  
NO: 080600CRMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**(REISSUED WITH DATES FOR 2012 - 2013)**

**REISSUED WITH SPECIAL NOTE**

**PURPOSE OF CLASS:** In the Department of Correction this class is accountable for performing a range of tasks in case management, counseling, investigation and enforcement activities for an assigned group of inmates or parolees.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Six years of experience in case management or community supervision activities in parole, probation, rehabilitation counseling or social work in a correctional or community setting. [Note: (NOTE: "Community setting" is interpreted as those community settings which provide services to persons under the jurisdiction of the Department of Correction, i.e., Alternative Incarceration Centers. It does not refer to the general population.)]

**SUBSTITUTIONS ALLOWED:** (1) College training in corrections, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in corrections, parole, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class must possess and retain a current Motor Vehicle operator license. (2) Incumbents in this class must be able to obtain certification to carry and use weapons including firearms and chemical agents. (3) Incumbents in this class must be able to obtain NCIC/COLLECT certification. (4) Incumbents in this class may be required to speak a foreign language.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to a considerable degree of danger of injury or assault by inmates, parolees or persons engaged in deviant behavior and from automobile or other accidents, communicable infectious diseases, disagreeable environmental conditions, confinement in a dangerous and volatile prison population and may be required to exert considerable physical effort such as working in tiring positions, lifting and restraining of offenders.

**PHYSICAL REQUIREMENT:** Incumbents in this class must possess and retain sufficient strength, stamina, agility and endurance to perform all the duties of the class.

**CHARACTER REQUIREMENT:** In addition to the checking of references a thorough background investigation of each candidate may be made before names are certified for appointment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of relevant agency policies and procedures; knowledge of criminal behavior; knowledge of individual and group behavior; knowledge of principles and techniques of interviewing; knowledge of office procedures; some knowledge of counseling techniques; some knowledge of investigatory techniques; some knowledge of correctional practices; considerable interpersonal skills; considerable oral and written communication skills; ability to learn and retain information; ability to analyze facts and make decisions; ability to relate to persons of different cultural and economic backgrounds; ability to perform arithmetical computations; ability to organize time, set priorities and manage caseload tasks.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<u><b>PART</b></u>	<u><b>WEIGHT</b></u>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:** (1) Completed Application Form (CT-HR-12)  
(2) Supplemental Examination Materials (see instructions below)

**In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below.** Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three), which you feel has best prepared you for the job of Parole Officer 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Parole Officer 1 cannot include this as one of the two jobs.) Each job description should begin on a separate page and must include: (1) Name of the facility, your job title, length of time on the job (how many years and months and number of hours worked per week), a description of the client population you worked with (ages, reason for being in the facility/program [i.e., inmate, parolee, etc.], length of stay at the facility, etc.). (2) Describe your caseload management/counseling duties. For each job, be specific as to the percentage of time spent performing caseload management/counseling duties, the number of individuals in your caseload, time resources you allocated to each case, the type of services you provided, and outcomes of your caseload management. Be specific as to the number of clients involved in your counseling sessions, types of programs/sessions you facilitated, and the goals of the treatment plans you devised and/or of the social programs you implemented and how successful your clients were at achieving those goals. Describe any incidents where you performed crisis intervention, the skills you utilized and the outcome of your intervention. (3) Describe your involvement with the interpretation and application of federal laws, state statutes and departmental policies and procedures as they relate to the supervision of parolee's and/or other sentenced individuals in a correctional community setting. Discuss what types of laws and policies you interpreted and applied related to maintaining the public safety. Describe any investigations of alleged violations of these laws and/or policies. Be sure to include the steps taken to conduct the investigations, reports/recommendations/penalties issued on those in violation. Include any involvement you have working with other public safety/protective services personnel, including state and local police, probation staff, criminal court staff, etc. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) **Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by **JANUARY 4, 2013 for the FEBRUARY 22, 2013 grading date.** **Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.**

**NOTE:** Applicants who submitted an application form for the Parole Officer 1 examination after the exam was placed on hold (June 2, 2009) must reapply if interested in being considered for this examination administration.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

December 18, 2012 (revised December 20, 2012)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.