

## Job Classifications

Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at [doc.mo.gov](http://doc.mo.gov) or [oa.mo.gov](http://oa.mo.gov).

- Office Support Assistant
- Senior Office Support Assistant
- Probation & Parole Assistant I, II
- Probation & Parole Officer I\*, II\*

*\* indicates a written examination is required to complete the application process.*

## Our Benefits Package includes:

- Missouri State Employee Retirement System
- Deferred Compensation Plan
- Health Insurance - medical, vision, dental for employees and family
- Paid Life Insurance
- Long-Term Disability
- Cafeteria Plan
- 12 Paid Holidays per year
- 10 Hours Annual Leave per month
- 10 Hours Sick Leave per month
- Uniforms Provided when Required
- Pre-Service and In-Service Training
- Access to Credit Union
- Direct Deposit of Paycheck (required)
- Employee Health, Wellness and Safety Initiatives
- MOST 529 College Savings Program

## Contact Information

If you're interested in a position with Division of Probation and Parole, visit [doc.mo.gov](http://doc.mo.gov), [ease.mo.gov](http://ease.mo.gov) or contact a recruiting office near you.

### Central Region Recruiting Office

2729 Plaza Drive Jefferson City, MO, 65109

Tel: 573-526-6477

Fax: 573-522-1887

[doccentral@doc.mo.gov](mailto:doccentral@doc.mo.gov)

### Eastern Region Recruiting Office

901 Progress Drive, Suite 101, Farmington, MO 63640

Tel: 573-218-6051

Fax: 573-218-6055

[doceast@doc.mo.gov](mailto:doceast@doc.mo.gov)

### Western Region Recruiting Office

207 E. McElwain Dr., Suite B, Cameron, MO 64429

Tel: 816-632-3781 ext. 246

Fax: 816-632-3839

[docwest@doc.mo.gov](mailto:docwest@doc.mo.gov)



An institutional probation and parole officer speaks with an offender.

**Division of Probation and Parole  
Personnel Office  
3400 Knipp Drive  
Jefferson City, MO 65102  
573-522-2880  
[doc.mo.gov](http://doc.mo.gov)  
[ease.mo.gov](http://ease.mo.gov)**

An Equal Opportunity Affirmative Action  
Employer Drug-Free Workplace

*Striving Toward Excellence*

Division of  
Probation & Parole

*Make it a*  
**Career**  
*in* **Corrections**

**Missouri Department  
of Corrections**

*Jeremiah W. (Jay) Nixon, Governor  
George A. Lombardi, Director*



The Missouri Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison, and on parole.

The Division of Probation and Parole has more than 2,000 employees in 55 districts and eight satellites, as well as 21 institutional parole offices. Individuals applying for other positions must complete an application for employment at [ease.mo.gov](http://ease.mo.gov) or contact a recruiting office found on the back of this brochure.

## Application Process

Applicants interested in a position are encouraged to view vacancies at [doc.mo.gov](http://doc.mo.gov) or [oa.mo.gov](http://oa.mo.gov). After completing an application, if qualified for the position for which you are applying, you will be notified by email. If there is a required examination, you will be notified of

the time and place of examination(s). Your score(s) will be sent to you by email. Your name and score will also be placed on a “Register of Eligibles.” Some job classifications are scored based only on education and experience.

All male applicants between the ages of 18-25 must be registered with the Selective Service System.

## Hiring Process

If you are on the “Register of Eligibles,” your name may be sent to the agency for consideration of employment when a vacancy occurs. Merit System rules require that vacancies be filled from the top 15 applicants or 15 percent of available applicants from the “Register of Eligibles.” Your score determines if you will receive an invitation to interview.



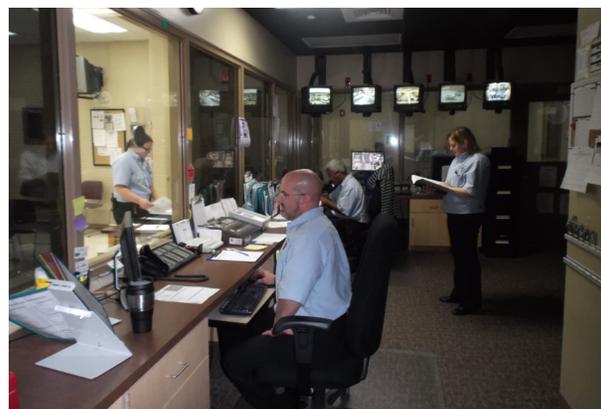
A probation and parole officer calls on an offender during a home visit.

## Role of the Probation and Parole Assistant I, II

Entry-level technical work with offenders under the supervision and control of the Division of Probation and Parole. Examples of work include: supervising offenders in housing units, inspections for safety and security violations and health and safety hazards, preparing reports, assisting offenders with job search activities, promoting rehabilitation by modifying offender attitudes, discouraging undesirable behaviors and encouraging constructive activities, administering substance abuse assessment devices to offenders, collecting DNA samples, monitoring offenders under electronic monitoring, issuing warrants as necessary, and may act as a liaison with the court or monitor low-level caseloads.

## Qualifications of the Probation and Parole Assistant I, II

Two or more years of work experience, be at least 21 years of age, in possession of a high school diploma or have proof of high school equivalency, a valid vehicle operator’s license, and may have to pass a physical agility test prior to employment. Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.



Probation and parole assistants supervise offenders in housing units at community supervision center.



A probation and parole officer meets with an offender during an office visit.

## Role of the Probation and Parole Officer I, II

Entry-level professional in the area of adult probation and parole. Examples of work include: conducting investigations, assessing the needs and risk level of offenders to determine supervision strategies, maintaining records of supervision activity, assisting in the development of special programs, supervising offenders in programs, investigating offender violations, administering or observing breathalyzer and urinalysis testing on offenders, and collecting DNA samples.

## Qualifications of the Probation and Parole Officer I, II

**Probation and Parole Officer I** — Bachelor’s degree from an accredited college or university; and a valid vehicle operator’s license. Work experience as a Probation and Parole Assistant or Corrections Classification Assistant with the Missouri Uniform Classification and Pay System, or work experience in substance abuse counseling or juvenile or social case management may substitute on a year-for-year basis for a maximum of two years of the required education. **Probation and Parole Officer II** — One or more years as a Probation and Parole Officer I, or a bachelor’s degree from an accredited college or university, and one or more years of professional experience in probation and parole or corrections casework. For more information about job descriptions, visit [doc.mo.gov](http://doc.mo.gov) or [oa.mo.gov](http://oa.mo.gov).