

Job Classifications

Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at **doc.mo.gov** or **oa.mo.gov**.

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

Benefits

- Missouri State Employee Retirement System
- Deferred compensation plan
- Health insurance (medical, vision, dental for employees and family)
- Paid life insurance
- Long-term disability insurance
- Cafeteria plan
- Paid holidays
- 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

What We Believe

MISSION

Improving Lives for Safer Communities

VISION

Excellence in Corrections for a Safer Missouri

VALUES

We value safe work environments, a capable workforce and reduced risk and recidivism.

We value integrity and respect.

We value supportive leadership.

We value employee participation and teamwork.



Contact Information

If you're interested in a position with the Division of Probation & Parole, visit **doc.mo.gov**, **ease.mo.gov** or contact the recruiting office.

Division of Human Services

2729 Plaza Drive

Jefferson City, MO 65102

Tel: 573-526-6477

Fax: 573-526-7666

Email: Samona.Kosfeld@doc.mo.gov

An Equal Opportunity Affirmative Action
Employer Drug-Free Workplace

*Improving Lives
for Safer Communities*

Division of Probation & Parole

A HEART 
for SERVICE

**Missouri Department of Corrections
Employment**



*Eric R. Greitens, Governor
Anne L. Precythe, Director*

The Missouri Department of Corrections works to improve lives for safer communities. We manage and supervise justice-involved Missourians on probation, in prison and on parole.

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

Application Process

View vacancies at doc.mo.gov or oa.mo.gov. Then complete an application at ease.mo.gov. If you're qualified, you'll

be notified by email. If an examination is required, you'll be notified of the time and place. Score(s) will be sent by email and your name will be placed on a



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

“Register of Eligibles.” Some job classifications are based only on education and experience.

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

Hiring Process

When vacancies occur, the state agency may request a Register of Eligibles and/or fill the vacancy by the transfer/re-employment/promotion process. Merit System rules require that vacancies be filled from the top 15 applicants or 15 percent of available applicants. Your score determines whether you receive an invitation to interview.

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, conducting health and safety inspections, preparing reports, assisting offenders with job searches, promoting rehabilitation, encouraging constructive activities, administering substance abuse assessments, collecting DNA samples, monitoring offenders under electronic supervision, issuing warrants as necessary, and acting as a liaison with the court or monitor low-level caseloads.

Qualifications of the Probation and Parole Assistant I, II

Must be at least 21 years of age, with a high school diploma or proof of equivalency and a valid driver's license. May have to pass a physical agility test prior to employment.

Must have two or more years of work experience. 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 supervision records, assisting in program development, supervising offenders in programs, investigating violations, administering or observing breathalyzer and urinalysis testing, 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 driver's license. Work experience as a probation and parole assistant or corrections classification assistant with the Missouri Uniform Classification and Pay System. 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 — 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 or oa.mo.gov.