

## 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).

- 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](http://doc.mo.gov) or contact the recruiting office.

Missouri Department of Corrections

Division of Human Services

2729 Plaza Drive

Jefferson City, MO 65102

Tel: 573-526-6477

Fax: 573-526-7666

Email: [Recruiting@doc.mo.gov](mailto:Recruiting@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**



*Michael L. Parson, 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 54 districts and 11 satellites, as well as 21 institutional parole offices. Individuals applying for other positions must complete an application for employment at [doc.mo.gov](http://doc.mo.gov), or contact a recruiting office found on the back of this brochure.

## Hiring and Application Process

View vacancies and apply at [doc.mo.gov](http://doc.mo.gov). To be considered, applicants must complete a Department of Corrections **application**.

In the “*Position Applying for*” field, list the Job Posting ID, Job Title and Location.

Completed applications can be emailed to:  
[doc.employment@doc.mo.gov](mailto:doc.employment@doc.mo.gov)

or faxed to: **573-526-7666**  
or mailed to:

Department of Corrections-Personnel  
2729 Plaza Drive  
Jefferson City, Missouri 65102

Include copy of transcripts if claiming college. If you claim veteran/parental preference, indicate this in your application. Veterans should include a copy of their DD 214 or NGB 22.

Application materials must be received by the closing date.

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

The application and hiring process consists of an interview and a background check.

## 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.

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](http://doc.mo.gov).