Job Classifications
Additional requirements for mid-level and senior-level positions may apply. Detailed job descriptions can be found at 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 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

An Equal Opportunity Affirmative Action Employer Drug-Free Workplace
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, or contact a recruiting office found on the back of this brochure.

**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**

- 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.

**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**

- 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.

**Interested in Applying?**

Please apply online at http://doc.mo.gov/jobs

Click on the position that you are interested in applying for. Complete the Apply Now information to the right, then click Apply for this Position. This will direct you to the online application.

You should also submit a cover letter, current resume and any college transcripts by attaching the documents to the on-line application.

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.

 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**

- Bachelor’s degree from an accredited college or university and a valid driver’s license.
- One or more years of professional experience in probation and parole or corrections casework.

For more information about job descriptions, visit doc.mo.gov.