

Parole Agent 1 Employment Information



A Parole Agent 1 is trainee level work in the supervision of parolees (Field Operations) or professional parole counseling of clients preparing for release from an institution (State Correctional Institution). After successful completion of a twelve (12) month training period, a Parole Agent 1 is promoted to a Parole Agent 2. Agents do not depend on high-tech gadgets to supervise, but upon one-on-one interaction with a parolee/client to steer them toward crime-free lives. When this occurs, one of the toughest jobs in law enforcement can be one of the most rewarding as an agent helps an individual turn their life around and prevents another crime from being committed.

Minimum Education and Experience - Parole Agent 1 (Job Code: 46030) – Starting Salary: Over \$44,000/annually

- ▶ Four years of paraprofessional experience which includes two years of paraprofessional social services, human services, corrections, or law enforcement experience; **OR**
- ▶ Two years of paraprofessional social services, human services, corrections, or law enforcement experience, and an associate's degree; **OR**
- ▶ A bachelor's degree in criminal justice, law enforcement, legal studies, political science, behavioral science, or a related field; **OR**
- ▶ An equivalent combination of experience and training.

Special Requirements – candidates must:

- ▶ **Possess an active non-commercial Pennsylvania Class C driver's license or equivalent.**
- ▶ **Obtain CLEAN certification within two months of employment and maintain this certification for the duration of employment in this job.**
 - ▶ The selected applicant must be free of criminal history that would preclude CLEAN certification. Individuals convicted, or under indictment, for any felony; for any misdemeanor where more than 1 year in prison can be imposed, or any computer crime are precluded from CLEAN certification. In addition, individuals are not eligible for CLEAN certification for 10 years from the date of disposition of any misdemeanor for which the individual was incarcerated for 30 days or more or any two misdemeanors which occurred in two separate incidents within the last 10 years.

Additional Requirements:

- ▶ Successfully pass an extensive ten (10) year background screening.
- ▶ Pass a medical examination, drug screening, and psychological evaluation.
- ▶ Be a Pennsylvania resident, of good moral character and able to perform the essential functions of the position.
- ▶ Comply with fingerprinting requirement as part of the hiring process.
- ▶ Pass the twelve (12) month training/probationary period.
- ▶ Successfully attend and pass Basic Training Academy (BTA) near Harrisburg, PA for up to 12 weeks (required to stay overnight Monday through Friday, lodging provided).
- ▶ New employees must remain within appointment seniority unit (permanent work/duty assignment/location) for a minimum of two (2) years from date of hire. Management reserves the right to modify requirement for operational needs.

Work Environment:

Field Operations: Agents are assigned state vehicles to ensure they can meet with parolees where they live and work. They work within the community to supervise and guide the transition and integration of parolees. Parole supervision is much more than working one-on-one with a parolee. It encompasses coordination and consultation with a parolee's employer, counselors, and family members.

State Correctional Institution: Agents work within correctional facilities to prepare clients for parole hearings. In addition to coordinating and monitoring the status of a client's completion of mandated programs, they conduct critical preliminary interviews to determine their readiness for release.

Ready to Apply?

If you are interested in pursuing a career as a Parole Agent with the PA Board of Probation and Parole, go to www.employment.pa.gov; on the right, select "Open Jobs," then select "Continue to Open Jobs." In the search box type in "Parole Agent," scroll to the job title you are interested in and click on the job title, click on the "Apply" button at the top right. If you do not already have a username and password, select "Create an Account" and follow instructions on-line to apply.

For questions about a Parole Agent 1 position, please contact the Public Safety Human Resource Delivery Center at 717.728.5357 or email ra-docjobs@pa.gov.