



## FREQUENTLY ASKED QUESTIONS

### Probation Parole Officer

### Probation Parole Associate

**Q1. How long does it take to have my application screened?**

*The Probation Parole Officer/Associate posts the first day of the month through the 10<sup>th</sup>, and Community Corrections staff continuously screens applications as they come in. Please note:*

- *Applications are screened daily in the order in which they are received; and*
- *The length of time varies depending on the number of applications received.*

**Q2. How do I check the status of my application?**

*You can log into the state application website ([www.workfornc.gov](http://www.workfornc.gov)) and access your account. Click on your name in the upper right corner, then click “applications.”*

**Q3. What does “Under Review” mean?**

*“Under Review” means that your application has been received and is in the screening or background check process. You may have been sent an email that requests you complete some pre-assessments (see Question 13) or you may be called for an interview. There is nothing else you need to do.*

**Q4. What does “Not Qualified” mean?**

*“Not Qualified” means that:*

- *The information submitted on your application indicates you do not have the education and/or experience required to meet the minimum criteria;*
- *You checked “yes” to having a DUI or a felony;*
- *You have more than 6 points on your North Carolina driver license;*
- *You are not a U.S. or naturalized citizen;*
- *Your application is incomplete; or*
- *Your background indicated you are not suitable for the job of a Probation/Parole Officer/Associate. You may reapply in twelve (12) months after your application expires.*

**Q5. What does “Eligible” mean?**

*It means that you possess the education and/or experience required for the job.*

**Q6. Can I edit my application once it's submitted?**

*Applications are accepted for the Probation/Parole Officer and Probation/Parole Associate once in a twelve-month period. To update your contact information, you can log into the system. If you would like to add or delete your county selection, please send an email to [ProbationParoleApplicant@ncdps.gov](mailto:ProbationParoleApplicant@ncdps.gov). No other changes are permitted to a submitted application. If you have made an error, you can create a new account and submit a revised application.*

**Q7. How do I attach documents to my application, such as transcripts or DD 214 Form?**

*To receive veteran’s preference, you must attach your DD 214 to your application.*

To add an attachment:

- Make sure the document you are trying to attach is closed;
- Use a standard file extension or a picture viewer extension (e.g. pdf, doc, docx, WP, wpd, txt, bmp, gif, jpeg, jpg, tif); and
- Attachments larger than 5 megabytes will not attach. If your file is larger than 5 megabytes, you will need to reduce the file size. You may be able to scan it into smaller sections, each of which must be less than 5 megabytes.

Transcripts or DD 214 forms may be faxed to us at (919) 324-6250 or emailed to [ProbationParoleApplicant@ncdps.gov](mailto:ProbationParoleApplicant@ncdps.gov). We can attach these documents to your application for you.

**Q8. When does my application expire?**

*Applications are valid for twelve (12) months from the date you applied. After that time, you will need to reapply.*

**Q9. What qualifies as related work experience for the Probation/Parole Officer?**

*The following are examples of jobs that qualify as related work experience. All experiences must be clearly listed on your application.*

- State or Federal Probation/Parole Officer;
- Judicial Services Coordinator (must have at least two years' experience);
- Juvenile Court Counselor;
- Powers of arrest in either law enforcement or with the military (you must indicate this experience in the body of your application);
- Social work experience, drug treatment court counselor, counseling clients/offenders;
- Court experience (e.g. police officer, TASC, drug court);
- Case management with clients/offenders;
- Developing person-centered plans for clients/offenders;
- North Carolina DPS Correctional Officer as a Sergeant, Lieutenant or Captain (must have at least two years of experience, with a related degree in Criminal Justice, Correctional Services, Psychology or Social Work);
- DPS Correctional Case Manager, Programs, Unit Manager; or
- Master's degree in Criminal Justice, Correctional Services, Psychology, Social Work or another related Human Services major from an accredited college or university.

*Examples of jobs we do not count as related work experience include security or detention officer, food stamps case worker, intake specialist case worker, habilitation specialist and county/community jailer.*

**Q10. What coursework qualifies for the Probation/Parole Officer?**

*Some Human Services degrees require you to attach your transcripts. Examples are:*

- Divinity
- Education
- Health Education
- Religion
- Political Science
- Social Science

- *Sociology*
- *Special Education*
- *Therapeutic Education*

*You must have at least 24 semester hours in criminal justice, psychology or social work.*

**Q11. Do my transcripts need to be “official”?**

*During the application process, we do not need official or certified transcripts. Transcripts are sometimes needed during screening to verify related course work.*

**Q12. Why do I qualify for a Probation/Parole Officer but I don’t qualify for Probation/Parole Associate?**

*The Probation/Parole Officer requires a related bachelor’s degree and at least one year of experience as stated above. Unrelated degrees are accepted with sufficient (36 months) related experience. The Probation/Parole Associate requires a specific degree (Criminal Justice, Psychology or Social Work) and experience is not considered. Persons with unrelated degrees are ruled “not qualified” for the Probation/Parole Associate.*

**Q13. What tests will I have to take as part of the application process?**

*Qualified applicants will be required to log on to a website to access three pre-screening assessments. You will be notified via email with instructions and login instructions. There are no costs to the applicant associated with these assessments. Applicants should allow at least 2-3 hours to complete the assessments, which are:*

1. *“BRAINS”*
2. *NC DOJ F-3 Personal History Questionnaire*
3. *CPI Evaluation*

**Q14. What happens after the interview?**

*After the interview, you will receive communication via phone or email. If you are not selected, this could mean that there are not be any vacancies in the counties that you selected. If you are otherwise qualified, your application will be “banked” for 12 months until there is a vacant position. We receive about 600 applications a month, but only hire about 200 people per year. Unfortunately, we are unable to hire everyone! Should your application expire while you are on the Eligible list, please submit a new application.*

All decisions are made without regard to race, color, religion, creed, national origin, sex, age, disability or political affiliation/influence. Decisions are based upon job-related criteria in order to comply with all federal and state employment laws, regulation, rules and policies, and to promote fairness, diversity and integrity.