

PROBATION OFFICER TESTING INFORMATION

Probation Officer applicants must pass two exams to become a Probation Officer with the Georgia Department of Corrections. The initial exam is the Criminal Justice exam, which will be used to place applicants on a List of Available Applicants for areas of the state that the applicant has selected for employment. This list is used by Personnel Offices to schedule interviews with potential employees. After a person interviews and is selected for employment as a Probation Officer, they must then take the POST Entrance Examination prior to employment.

Detailed information about each of these test requirements is listed below.

CRIMINAL JUSTICE EXAM

Probation Officer applicants must pass the Criminal Justice exam to be considered for employment opportunities. This exam is offered in Atlanta on the first and third Thursday, of each month, at 8:30 AM and 1:00 PM (excluding holidays). No appointment is necessary, however limited seating is available at the Atlanta Test Center. Applicants are encouraged to call (404) 656-2728 to reserve a seat.

For information on the Atlanta test and directions, call 404/656-2724.

Applicants who wish to take the Criminal Justice exam outside of Atlanta must submit a State of Georgia Application for Employment to the address listed on the bottom of the application (this form may be downloaded from this website) and select one of eight Saturday test sites. **SATURDAY TESTS ARE BY APPOINTMENT ONLY!** Applicants will receive a test appointment notice in the mail as to the date of their test.

Listed below are the Saturday test sites that administer the Criminal Justice exam:

**Americus
Augusta
Gainesville
Milledgeville
Rome
Savannah
Thomasville
Waycross**

NOTE: The re-test policy allows applicants to take the test up to three times in a 12-month period. Applicants may take the test a second time, 30 days after the first test date. Applicants may also take the test a third time, 180 days after the second test date.

Criminal Justice Exam exemptions:

- Applicants have an active passing score on the Criminal Justice exam.
- Applicants who have previously held a position as a Probation Officer (17502) for a 12 month period, or were hired as a Probation Officer after the implementation of the current Probation Officer exam in February of 1997.
- Applicants who have held the following jobs and transfer to GDC without a break in service:
 - Parole Officer
 - Juvenile Probation/Parole Specialist

If you have questions regarding the Criminal Justice Exam exemptions, please contact a member of the Employment Services Unit at (404) 656-4730.

OVER

POST ENTRANCE EXAM

Probation Officer applicants that have met certain criteria must also pass the POST Entrance Exam prior to hire. This criteria is as follows:

- Applicant must have taken and passed the Criminal Justice exam (or were exempt from taking this exam).
- Applicant must have interviewed for a Probation Officer position.
- Applicant must have been offered a Probation Officer position.

Effective January 1, 2009 the P.O.S.T. Council adopted the **ASSET** or **COMPASS** exam as the official POST Entrance Exam for law enforcement candidates. The **ASSET** or **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

The **COMPASS** exam is a computer-based exam that provides immediate results. The **ASSET** exam is a paper and pencil version that will provide results in approximately 10 business days. . Both of these exams measure reading, writing and *numerical skills. Applicants obtaining a passing score on the POST Entrance Exam may be considered for POST certified positions within the Georgia Department of Corrections. Passing scores for the **ASSET** and **COMPASS** exam is as follows:

Test Portion	ASSET	COMPASS
Reading	38	70
Writing	35	23

* - POST does not require a passing score on the numerical portion of either of these exams. However, completion of the numerical portion is required by the testing location.

There is a fee of \$15 - \$25 to take either of these exams.

Applicants may also submit a transcript that contains the **ACT** or **SAT** test scores to convert these scores in lieu of taking the **ASSET** or **COMPASS** exam. The acceptable scores on the **ACT** or **SAT** are as follows:

Test Portion	ACT	SAT
Verbal	18	430
Math	16	400

STUDY GUIDES FOR THE ASSET OR COMPASS EXAM

ASSET testing information is available at www.act.org/asset/, click on the Download the ASSET Student Guide link to view test taking tips and sample test questions.

COMPASS testing information is available at www.act.org/compass/, click on the Inside Information section For Students link to view test taking tips and sample test questions.

POST ENTRANCE EXAM TESTING LOCATIONS

POST Entrance Exam testing locations can be found in the Employment Testing Information section of this website.

NOTE: Testing varies by location, please contact the test location directly to get testing information, directions, etc...