

# GEORGIA DEPARTMENT OF CORRECTIONS

## How to become a GDC PROBATION OFFICER



### MISSION:

The mission of the Georgia Department of Corrections is to protect and serve the public as a professional organization by effectively managing offenders while helping to provide a safe and secure environment for the citizens of Georgia.

### Becoming a GDC Probation Officer:

Probation Officer applicants must take and pass the Criminal Justice exam to be considered eligible for an interview. Candidates selected through the interview process must also take and pass the POST Entrance Exam prior to employment. Exam information may be obtained by visiting the **GDC Employment web site** at [www.GDCJobs.com](http://www.GDCJobs.com) or by calling the **GDC Job Information Line** at **1-888-343-JOBS**.

Applicants may visit the Employment section of [www.GDCJobs.com](http://www.GDCJobs.com) to view job vacancy information.

### Minimum Requirements:

Probation Officers manage a caseload of probationers to ensure compliance with their sentence. They also provide direction, service and information to the courts regarding probationers. Candidates for the job must meet the following minimum standards:

- Have U.S. Citizenship
- Be at least 21 years of age
- Have an undergraduate degree from a four-year college or university
- Have no felony convictions

**NOTE: Applicants that do not meet the Minimum Qualifications, cannot become a GDC Probation Officer.**

Candidates for the job must meet the following minimum physical requirements:

- Adequate physical condition to perform the essential functions of the job.
- Minimum vision of 20/40 in both eyes, corrected or uncorrected, with or without glasses or contact lenses.
- The ability to distinguish colors, have adequate depth perception and adequate peripheral vision.
- Hearing loss no greater than 24 decibels, DEA average of 500, 1000, 2000 and 3000 in the better ear with or without a hearing aid.

### Fitness Standards:

POST certified employees employed by GDC must meet physical fitness standards. These standards will require new employees to perform a certain number of push-ups and sit-ups and run one mile within specified periods of time as outlined below: Applies to new hires beginning January 2009 and existing staff in 2010.

**MALE:**  
8 push-ups in one minute  
12 sit-ups in one minute  
16-minute mile

**FEMALE:**  
4 push-ups in one minute  
8 sit-ups in one minute  
16-minute mile

The revised standards will apply to new hires beginning January 2010 and existing staff in 2011.

**MALE:**  
16 push-ups in one minute  
25 sit-ups in one minute  
13-minute mile

**FEMALE:**  
8 push-ups in one minute  
16 sit-ups in one minute  
13-minute mile

### Criminal Justice Exam:

The Criminal Justice exam is a three-hour timed, written multiple-choice exam. Those with a passing test score of 70 will be placed on a List of Available Applicants to be considered for job vacancies. The test will be scored by computer in Atlanta. A test score report will be mailed to applicants within three weeks.

### Atlanta CJ Exam Testing:

Probation Officer Applicants may test in Atlanta on the First and Third Thursday of each month at 8:30 AM and 1:00 PM. Applicants will complete an application at the test site. The test will be administered in Room 404, West Tower in the James H. "Sloppy" Floyd Building. Limited seating is available at the Atlanta Test Center. Applicants should call **(404) 656-2728** to reserve a seat.

For additional information and directions to the Atlanta test site, please call the State Personnel Administration at **(404) 656-2724**.

Applicants should bring a government issued ID card (Driver's License) and any veteran's preference information (DD214) to the test site.

### Saturday CJ Exam Testing:

Applicants who wish to test at one of the eight regional Saturday test sites must submit a State of Georgia Application for Employment to the State Personnel Administration or register on-line by visiting the Applicant Resource Center at [www.careers.ga.gov](http://www.careers.ga.gov). Applicants will receive a test appointment notice in the mail once the application/request is processed.

Applicants should bring a government issued ID card (Driver's License) and any veteran's preference information (DD214) to the test site.

### CJ Exam Re-test Policy:

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 30 days after the second test date.

**NOTE: Upon re-testing, the most recent passing test score will be kept, even if the most recent is lower than the one received within the previous 12 months. The test scores of those who violate the re-test policy will be discarded.**

### **POST Entrance Exam:**

**Applicants selected** for Probation Officer positions must pass the POST Entrance Exam. This exam is administered through the Technical College System of Georgia at Technical Colleges across the state. To view a list of the testing sites, please visit [www.GDCJobs.com](http://www.GDCJobs.com).

The ASSET exam and the COMPASS exam are the official POST Entrance Exams. The COMPASS exam is a computer-based exam that will provide immediate test results for the applicant. The ASSET exam is a paper and pencil exam that will have test results available in approximately 10 business days. Both of these exams test reading, writing and numerical skills.

Applicants are required to bring a POST Entrance Exam Access Form to the test site, this Access Form is available on [www.GDCJobs.com](http://www.GDCJobs.com). Applicants should also bring a government issued ID card (Driver's License) to the test site, as well as payment for the test fee. The test fee varies by location, however the fee will range between \$15.00 - \$25.00.

Please visit GDC's Employment website at [www.GDCJobs.com](http://www.GDCJobs.com) to obtain testing information.

**NOTE:** 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 are 18-Verbal and 16-Math. The acceptable scores on the SAT are 430-Verbal and 400-Math.

### **POST Re-test Policy:**

Applicants may take the POST Entrance Exam every 6 months.

### **Interviewing:**

Applicants may receive interview notices from various locations in the mail. If notified of an interview, all applicants are required at the time of the interview to have the following documents:

- College transcript or verification of degree.
- Social Security Card or other official document to show employment eligibility.
- Birth Certificate or other recognized proof of birth.
- Valid Driver's License or other official document to establish identity.
- DD214 or equivalent (if applicable). Applicants may visit [www.vetrecs.archives.gov](http://www.vetrecs.archives.gov) to request a copy of their DD-214 Member 4 form.
- Selective Service Registration Card, or proof of being exempt from registration (male applicants

only, between the ages of 18 and 26 years old).

**NOTE: If you receive an interview notice, you must respond to it or your name will be removed from the List of Available Applicants.**

### **Employment Information:**

If offered employment, applicants must be willing to undergo a:

- Four-week Basic Probation Officer Training course.
- Criminal background investigation.
- Pre-employment drug screening.
- Complete medical examination at own expense.
- And must provide drivers history for past seven years at their own expense.

### **Training:**

Selected candidates will undergo four weeks of job relevant Basic Probation Officer Training (BPOT).

Probation Officers employed by the GDC are certified Peace Officers. Applicants must pass the P.O.S.T. entrance exam to be admitted to B.P.O.T. and must pass written and practical exams associated with B.P.O.T.

### **Advancement Opportunities:**

Probation Officer positions are currently available with GDC. Employment as a Probation Officer offers many career opportunities. The GDC probation field includes jobs such as:

- Chief Probation Officer
- Probation Officer III

### **Education Initiative:**

The GDC Education Initiative seeks to invest in employee's futures by providing opportunities for higher education. This initiative sets the following goals for employee's who do not have a college degree:

- **Two year Associate Degree within five years.**
- **Four year Bachelor's Degree within ten years.**

Monetary incentives include:

<b>Associates Degree</b>	<b>3% lump sum payment.</b>
<b>Bachelors Degree</b>	<b>5% lump sum payment.</b>
<b>Master's Degree</b>	<b>5% lump sum payment.</b>

### **Spanish Initiative:**

Some GDC facilities periodically have a need for Probation Officers who speak fluent Spanish. To receive additional pay under this initiative, the job must involve direct contact with inmates and must require use of the skill. Ask your local Personnel Representative about receiving 10% above minimum pay when hired.

### **Military Hiring Initiative:**

GDC values experience in the U.S. Armed Forces which develops heightened competencies related to discipline, leadership and decision making.

GDC Correctional Officer & Probation Officer applicants who have served on **active duty** in the U.S. Military are eligible to be paid at an advanced rate

according to the following plan:

1 year experience -	2.5% above minimum pay.
2 years experience -	5% above minimum pay.
3 years experience -	7.5% above minimum pay.
4+ years experience -	10% above minimum pay.