

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES**  
**VACANCY NOTIFICATION**  
Dependent upon Funding

**TO:** ALL Applicants  
**POSTING DATE:** September 11, 2018  
**REASSIGNMENT CLOSING DATE:** September 14, 2018 @ 3:00pm

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**ALL APPLICANTS CLOSING DATE:** September 25, 2018 @ 3:00pm

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**CLASSIFICATION:** Probation Parole Officer I

**OFFICIAL DOMICILE:** Fort Dodge

**POSITION OPEN:** .75 FTE

**SALARY:** Pay Grade 25 Hourly: \$21.24 - \$31.76

Location	Shift	Status
Fort Dodge Area Office To include counties: Calhoun, Hamilton, Humboldt, Pocahontas, Sac, Webster and Wright	Variable; as needed to perform assigned duties. Generally 30 hours weekly including day, weekend and evening hours Work duties include travel and group facilitation.	Part-Time

**GENERAL DUTIES:**

Performs professional casework with low risk to moderate risk adults by providing supervision and treatment services; may include facilitation of treatment groups and completion of written reports; performs related work as required. Generally 30 hours weekly including day, weekend and evening hours. Work duties include travel.

**QUALIFICATIONS:**

Graduation from a four-year accredited college or university; or two years of college (minimum of 48 hours) at an accredited college or university and two years human services/criminal justice experience; or an equivalent combination of education and experience to equal four years; or 36 months of satisfactory employment as a Residential Officer in a district or a similar position in another jurisdiction or agency.

**NECESSARY SPECIAL REQUIREMENTS:**

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of psychological testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances. Designated positions in this job class require applicants to possess IRR/IVVI and DRAOR user certification or have the ability to obtain and maintain said certification within first year of employment.

**All applicants must complete the Department's Application for Employment packet and include unofficial transcript**

**No RESUMES WILL BE ACCEPTED**

**DEADLINE:** Applications must be received by 3:00pm on closing date above.  
Application materials for Employment: [www.2nddcs.com](http://www.2nddcs.com)

**SUBMIT** completed DEPARTMENT APPLICATION forms to: [pattee.yetmar@iowa.gov](mailto:pattee.yetmar@iowa.gov)