

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES  
VACANCY NOTICE FOR  
PROMOTION/DEMOTION/REASSIGNMENT/NEW HIRE  
DEPENDENT UPON FUNDING**

**POSTING DATE:** December 26, 2018

**REASSIGNMENT  
CLOSING DATE:** December 31, 2018 @ 3:00 PM

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**ALL APPLICANTS  
CLOSING DATE:** January 16, 2019 @ 3:00 PM

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**CLASSIFICATION:** Probation Parole Officer 3

**OFFICIAL DOMICILE:** Beje Clark Residential Center – Mason City

**POSITION OPEN:** 1.00 FTE

**SALARY:** Pay Grade 30: Hourly: \$25.98 - \$40.32

**GENERAL DUTIES:**

Under general supervision, performs difficult and complex professional casework in an intensive supervision program (ISP) and/or provides critical treatment services to offenders on specialized caseloads, and serves as Lead Officer. Performs related work as required. Variable shift generally Wednesday through Sunday between hours of 2pm and 10pm. Work duties include travel and group facilitation.

**QUALIFICATIONS:**

Graduation from a four-year accredited college or university; or graduation from an accredited two-year or a minimum of 60 credit hours at an accredited college or university and three years human services/criminal justice experience; or two years satisfactory experience as a Probation/Parole Officer 2 in a district or a similar position in another jurisdiction or agency.

**Preferred:** Degree in Criminology, Social Work, Human Services, Behavioral Sciences, Sociology, or Psychology and/or correctional experience

**Preferred: Broad knowledge and understanding of correctional research, principles of effective correctional interventions, and the adult criminal justice system.**

**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 – to include unofficial transcript and essay questions**

**NO RESUMES WILL BE ACCEPTED**

**DEADLINE:** Applications must be received by 3pm on above closing date.

Application for Employment details: [www.2nddcs.com](http://www.2nddcs.com)

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