

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

**TO:** ALL Applicants

**POSTING DATE:** February 11, 2019

**REASSIGNMENT  
CLOSING DATE:** February 14, 2019 @ 3:00pm

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**ALL APPLICANTS  
CLOSING DATE:** February 25, 2019 @ 3:00pm

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**CLASSIFICATION:** Probation Parole Officer 2  
**Position Open:** 1.0 FTE

Location	Shift	Status
Marshalltown Area Office To include counties: Hardin and Marshall	Variable; as needed to perform assigned duties. Generally 40 hours weekly including day, weekend and evening hours Work duties include travel and group facilitation.	Full-Time

**SALARY:** FY19 CBC Pay Plan, Grade 27      **Hourly: \$23.02 - \$34.89**

**GENERAL DUTIES:**

Under general supervision, has sufficient understanding and experience to operate in a broad range of moderate to difficult professional casework involving predominately moderate-high risk clients on pretrial, presentence, probation, parole or residential. Develops quality working relationships and is a change agent when working with clients. Performs related work as required. Facilitates educational and cognitive behavioral groups.

**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 two years human services/criminal justice experience; or an equivalent combination of related education and/or human service/criminal justice experience to equal four years.

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