

Parole Office Recruit and Parole Counselor Apprentice

The Civil Service Commission recently released a parole officer test. There is no current testing announcement. The announcement is released for a set period of time and anyone interested must submit their application before the close date. After the close date, applicants are contacted with a testing date and site to report for the written test. Interested parties should refer to the Civil Service Website for more detail on the testing and application process.

Anyone interested in becoming a parole officer would need to take a Civil Service test and should check the NJ Civil Service Commission website for upcoming announcements. Attached below are several documents that provide more information about the Civil Service Commission testing as well as the parole officer recruit position.

Additionally, the New Jersey State Parole Board does offer internships for students interested in working in the criminal justice field, especially parole officers.

More information about the NJSPB Student Internship Program, as well as the career tracks of Parole Office Recruit and Parole Counselor Apprentice can be found on this website: <http://www.state.nj.us/parole/recruitment.html>



State of New Jersey
NEW JERSEY STATE PAROLE BOARD

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The New Jersey State Parole Board follows New Jersey Civil Service Commission (NJCSC) rules and regulations when hiring for the entry level titles of **Parole Officer Recruit/Parole Officer Recruit-Bilingual** or **Parole Counselor Apprentice**. Accordingly, applicants for these positions must take a test administered by the NJCSC.

If you are interested in taking the test for any of these entry level positions, please visit the NJCSC website (www.state.nj.us/csc) or contact CSC at 609-292-4144 for further information on the job specifications and testing information. Examinations for **Parole Officer Recruit, Parole Officer Recruit Bilingual** and **Parole Counselor Apprentice** are announced on the NJCSC website. It is recommended that you check the NJCSC website frequently for testing announcements regarding these positions.

The **New Jersey State Parole Board (SPB)** works to ensure ex-offenders return to society as law-abiding citizens. As required by law, appointed Parole Board Members and staff conduct more than 20,000 hearings per year, solicit input from victims and decide parole matters. SPB sworn parole officers supervise more than 16,000 offenders statewide. In addition, SPB is New Jersey's primary law enforcement agency responsible for sex offender supervision. SPB officers are also active partners with multiple Federal, State and local law enforcement agencies and task forces. Finally, SPB's Community Programs Unit partners with government, non-profit and private agencies to connect ex-prisoners with vocational, mental health and related services, targeted to break the cycle of recidivism and reduce the risk of crime.



If you are interested in additional information regarding careers with the New Jersey State Parole Board, please contact:

New Jersey State Parole Board
Division of Parole
Training Unit
P.O. Box 862
Trenton, NJ 08625
(609) 984-6727
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New Jersey State Parole Board

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Street Gang Unit

Parole Officer Recruits

Parole Officer Recruits work under the immediate supervision of a Sergeant within the Parole Board's Division of Parole. Prior to being assigned to one of the Division's district offices, recruits must complete a 24-week Police Training Commission (PTC) certified academy course that includes arrest procedures, investigation techniques, parolee supervision, and other law enforcement subjects including unarmed defensive tactics and firearms training.



Firearms qualification training is one of the cornerstones of the Academy curriculum.

Upon successful completion of the academy training, a recruit is empowered to act as a law enforcement officer anywhere in

the State of New Jersey and will assist Senior Parole Officers in the performance of parolee supervision duties for a one-year probationary period. During this probationary period, the recruit will work under the close supervision of an officer mentor or as a member of a group to receive on-the-job training and instruction.

Recruits will become familiar with programs that address the social, emotional and economic adjustment of parolees re-entering society. These programs include assistance with housing, education and employment, addiction and mental illness. As part of this process recruits will participate in developing parole plans for prospective parolees and write reports to be used in the preparation of case histories. When a parolee arrives at the district office for a first visit, recruits will interview them and explain the conditions of their parole.

As part of their ongoing training, recruits will learn to recognize and rapidly evaluate potentially dangerous situations involving parolees or parole violators, and to

exercise caution, restraint and judgement in handling these circumstances to avoid personal injury and protect public safety. Recruits will also assist in placing parole violators under arrest, act as liaisons with local law enforcement and other agencies, and coordi-



Physical Training challenges recruits to meet high standards.

nate collection efforts for court-imposed revenue obligations.

Parole Officer Recruit eligibility requirements include graduation from an accredited college or university with a Bachelor's degree. Each candidate must be at least 18, a citizen of the United States, and must pass a civil service examination administered by the New Jersey Civil Service Commission.

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If you are interested in additional information regarding careers with the New Jersey State Parole Board, please contact:

**New Jersey State Parole Board
Human Resources Unit
P.O. Box 862
Trenton, NJ 08625
(609)-292-3409
www.state.nj.us/parole/**

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\$45,000 + To Start As a Parole Counselor Apprentice



Civilian Positions

**Parole Counselor Apprentice
Senior Parole Counselor
Principal Parole Counselor**

**Hearing Officer 1
Hearing Officer 2
Hearing Officer 3
Hearing Officer 4**

Parole Counselor Apprentices

Parole Counselor Apprentices work under a Release Division supervisor at the State Parole Board's Central Office in Trenton, or satellite office at one of the State's 13 correctional facilities. Apprentices learn to review and maintain inmate case files, calculate parole eligibility dates, and schedule parole hearings for State inmates housed in both State and County correctional facilities.



Sr. Parole Counselors manage cases and track inmates' eligibility for consideration.

Apprentices learn how to determine parole eligibility dates for an assigned case-load of inmates. These dates must be provided to inmates within 90 days of their admission to state prison. Under the close supervision of Principal Parole Counselors,

Apprentices will review weekly computer-generated lists to determine which inmates are eligible for parole consideration, and submit the names for publication to each County Prosecutor's office for review. The Prosecutor's office is given the opportunity to provide input to an inmate's parole release where they deem it appropriate to do so.

Principal Parole Counselors will supervise Apprentices in coordinating the Initial Parole Hearing process including certification of pre-parole packages, scheduling of hearings and providing supportive services to the Hearing Officers and Board Panel members. Part of this process involves preparation of case files and other relevant materials including psychological and behavioral reports, educational and programmatic accomplishments, and detailed criminal histories. Apprentices will verify that all pre-hearing processes have been completed, and will ensure that the panel hearing process proceeds in accordance with State regulations.

Parole Counselor Apprentices conduct interviews at various stages of the parole process to provide information to inmates who

may be eligible for parole, and provide advice to inmates concerning parole eligibility and parole plans. Apprentices will learn to complete discharge plans for offenders being released to parole supervision. They are also responsible for the review and preparation of responses to inmate correspondence regarding the parole process within a specified time frame.

Parole Counselor Apprentice eligibility requirements include graduation from an accredited college or university with a Bachelor's degree. Potential candidates must pass a civil service examination administered by the New Jersey Civil Service Commission.



Parole Board members use information assembled by Counselors and Hearing Officers to conduct parole hearings.