

## Benefit Information:

- Health and Dental Insurance
- Health Care Spending Accounts
- Medical Spending Accounts
- Child Care Spending Accounts
- Georgia State Employees Pension and Saving Plan (GSEPS) contribution to the 401 (K) plan are matched by the state.
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-term and Long-term Disability Insurance
- Legal Insurance
- Vision Insurance
- Long-term Care Insurance
- Optional Private Insurance Plans
- State Employees Credit Union
- Direct Deposit
- 12 paid holidays per year
- Up to 15—21 days of Vacation Leave accrued per year
- Up to 15 days of Sick Leave accrued per year
- Paid Training
- Peace Officer Annuity and Benefit Fund (if applicable)
- Police Benevolent Association of Georgia (if applicable)
- State of Georgia Indemnification Program (if applicable)

## Georgia Department of Juvenile Justice

**L. Gale Buckner, Commissioner**

You are invited to look into a career with us serving youth in innovative and effective programs to aid in their growth and development. We offer exciting peace officer careers with attractive benefits which include solid pension plans for employees who vest with the plans. Officers function in law enforcement capacities and serve as mentors to youth helping them grow and meet their goals.

**Come join our team!**



### Department of Juvenile Justice

#### **The Mission:**

“To protect and serve the citizens of Georgia by holding youthful offenders accountable for their actions through the delivery of treatment services and sanctions in appropriate settings and by establishing youth in their communities as productive and law abiding citizens.”

#### **DJJ Customer Service:**

DJJ is committed to providing the highest quality customer service by well-trained professional staff, which promotes efficient and effective relationships with our customers.

3408 Covington Hwy  
Decatur, Georgia 30032  
(www.djj.state.ga.us)  
(404) 508-6500

#### Regional Recruiters

North Region Office: (404) 508-6641

South Region Office: (478) 374-6448



## Georgia Department of Juvenile Justice

### **Taking Action... Changing The Lives of Youth As A Juvenile Probation / Parole Specialist 1 or 2**



The best way to predict a child's future is to help create it —  
Join our professional team to create a better Georgia

**L. Gale Buckner, Commissioner**  
Avery D. Niles, Board Chairman

Central Office:  
Office of Human Resources  
3408 Covington Highway  
Decatur, Georgia 30032  
www.djj.state.ga.us



How do I apply for a position?

### Responsibilities

**Juvenile Probation/Parole Specialist 1 (JPPS 1):** Under general supervision with guidance from higher level juvenile case managers, the (JPPS 1) provides supervision, supportive counseling, case management and general treatment services to juvenile offenders in a field services setting.

**Juvenile Probation/Parole Specialist 2 (JPPS 2):** Under general supervision, the (JPPS 2) performs a variety of duties relating to the juvenile offender such as intake and probation services, intensive supervision, counseling, case management, detention planning, and aftercare services.



### Am I Qualified?

#### Job Minimum Qualifications:

**Juvenile Probation/Parole Specialist 1:** Completion of a Bachelor's degree OR Two years of experience in researching criminal history records, examining court records for criminal proceedings and in preparing report of findings OR Two years of experience as a certified peace officer.

**Juvenile Probation/Parole Specialist 2:** Completion of an undergraduate degree from an accredited college or university OR Three years experience as a Juvenile Probation/Parole Specialist I; AND a passing score on the Criminal Justice Exam. **NOTE: Positions require eligibility for POST certification for the related agency.**

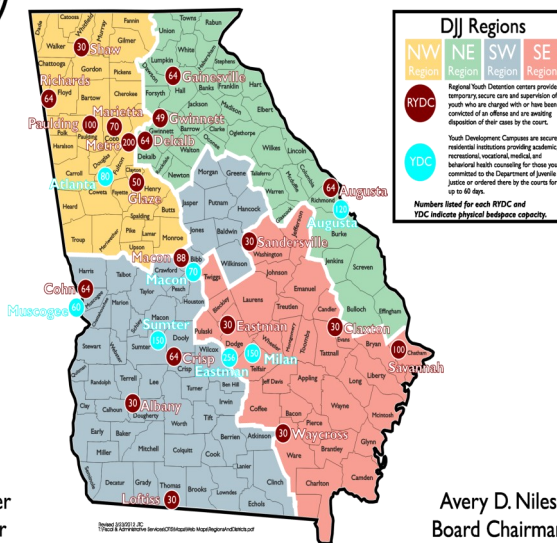
Must pass the Criminal Justice Test with a score of 70 or higher. Exam should be taken prior to submitting applications. Proof of current test scores must be submitted with application to be eligible for consideration.

Applicants selected for hire will be subject to a criminal history/motor vehicle background check and must take and pass a drug test.

The Department of Juvenile Justice offers competitive salaries, career opportunities, and an excellent benefits package.



### DJJ Youth Development Campuses & Regional Youth Detention Centers by Region



L. Gale Buckner  
Commissioner

Avery D. Niles  
Board Chairman

### FOR MORE INFORMATION

On DJJ's facilities, programs, publications, statistics, and future employment opportunities visit our website at:

[www.djj.state.ga.us](http://www.djj.state.ga.us)

### Juvenile Probation/Parole Specialist 1

To apply applicants must complete a State of Georgia Application For Employment. Applications can be obtained at any DJJ facility, DJJ Regional Recruiter's offices, Georgia Labor offices, DJJ website, and/or the State Personnel Administration.

If you meet the job minimum qualifications, then complete the application and you may either mail or drop it off at any location of your choice. You can apply at more than one location. All applicants **are not** contacted for an interview. The hiring manager makes the determinations regarding who to interview after review of the application packages.

### Juvenile Probation/Parole Specialist 2

To apply applicants must complete a State of Georgia Application For Employment and take the Criminal Justice Test.

### Testing:

Regular administrations for the Criminal Justice Test will be given the **First, Second, Third, and Fourth Tuesday and Thursday** of each month at the State Personnel Administration, Atlanta Testing Center, Floyd Building, West Tower, Room 404, 2MLK Jr. DR, SE (diagonally across the street from the State Capital Building), at 8:30a.m. and 1:00p.m.

**Test sessions are open on a walk-in basis to applicants meeting the minimum qualifications for the job.** Test takers should plan to arrive at least 30 minutes prior to the session they wish to attend. It is anticipated that parking in the area of the Floyd Building will be difficult for the immediate future, so applicants should allow extra time for getting to the building and finding the test room. No one can be admitted to the examination room once testing has begun. **Applicants must bring a current photo ID to be admitted;** they should also bring sufficient documentation of service in the Armed forces if veteran's preference is claimed. Applications will be completed at the time of testing and **should not** be submitted in advance. The State of Georgia Application for employment **CANNOT** be used to apply for this job. **Please plan ahead if you are called for an interview. Start today on your way to a great career with DJJ.**