



PROBATION OFFICER

September 15, 2026

Test Information Guide for Candidates

Contact Person:

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Test Date:

September 15, 2026

Test Registration Deadline:

September 11, 2026 at 4PM

Test Location:

2nd Floor Testing Facility
2121 Rev Abraham Woods Jr. Blvd
Birmingham, AL 35203

Personnel Board of Jefferson County

2121 Rev. Abraham Woods, Jr. Blvd
Birmingham AL 35203

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Test Day at a Glance

This guide summarizes the information you need to understand the Probation Officer examination, prepare for test day, and follow testing procedures. Review it before your scheduled test. You may not use or bring this guide into the testing area.

Test Date	September 15, 2026
Registration Deadline	September 11, 2026 at 4:00 PM
Location	2nd Floor Testing Facility 2121 Rev. Abraham Woods Jr. Blvd. Birmingham, AL 35203
Time Onsite	Plan for up to 3 hours, including possible waiting time.
Required ID	Valid driver's license
Test Components	In-Basket Exercise and Computer Assessment
Electronics	Not permitted on the testing floor
Late Arrival	If you arrive at the check-in location more than 15 minutes after your scheduled test time, you will not be allowed to check in for the test.

Before You Arrive

- Allow extra time for travel, parking, building security, and check-in.
- Enter the 2121 Building through the main entrance on Reverend Abraham Woods Jr. Blvd.
- Parking is not validated by the Personnel Board. Do not use a parking space that will expire while you are testing.
- Once you check in, you will not be permitted to leave the test site to feed a parking meter, purchase food, or make phone calls.

Examination Sequence

1. Check-in
2. In-Basket Exercise
3. Computer Assessment
4. Check-out

The actual test exercises in total are expected to take approximately 2 hours. Because of facility and staffing limitations, you may have to wait before beginning. Plan to remain onsite for up to 3 hours.

Arrival and Check-In

- Report to the designated check-in location at your scheduled time.
- A 15-minute grace period follows the scheduled check-in time. After the grace period closes, you will not be permitted to test.
- Your arrival at the building is not the same as arriving at check-in. Allow enough time to pass through building security and reach the check-in area.
- You will be asked to present a valid driver's license and complete required check-in procedures.

Parking

Given the amount of time you may be at the Personnel Board taking the test, **DO NOT** park in a metered space unless it is an 8-hour meter. Your best option is to park at the Birmingham Parking Authority (BPA) Deck 2 located next to the Boutwell Auditorium. For more information about the parking deck and rates, please go to the BPA website at https://www.bhamparking.com/parking_lots/deck-2/.

The Personnel Board DOES NOT validate parking, nor are we responsible for costs incurred by candidates related to parking, including parking fees, fines and tickets.

About the Probation Officer Position

Probation Officers work with juvenile cases and perform a combination of case management, court preparation, communication, field work, documentation, and administrative responsibilities. The Probation Officer job class is a Grade 21 position, and the salary range is approximately \$52,624 – \$81,640. Check the current salary ranges at <https://www.pbjcal.org/employment/Schedules>.

Major duties include:

- Completing intake procedures for new juvenile cases by interviewing involved parties, conducting social interviews, and completing risk assessments.
- Supervising juvenile delinquents by maintaining contact, gathering updated information relevant to cases, performing home/site visits, and communicating with various departments/agencies to ensure juveniles are in compliance with court orders.
- Performing day-to-day administrative tasks such as documentation, maintaining information files, and processing paperwork to ensure the department is functioning in the most efficient manner possible.
- Engaging in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

What the Examination Measures

The examination is based on knowledge, skills, and abilities identified as important and needed for successful performance as a Probation Officer. The examination may assess your ability to:

- Adapt to changing work demands, procedures, technology, and priorities.
- Prioritize work when multiple demands compete for your attention.
- Respond to client needs while considering department or organizational requirements.
- Learn and understand unfamiliar information.
- Organize information, materials, and documentation.
- Analyze problems, consider alternatives, and make decisions.
- Follow instructions, standards, procedures, and professional expectations.
- Research and compile needed information.
- Pay attention to detail and produce complete, accurate work.
- Manage time and work independently.
- Understand issues related to cultural diversity, socioeconomic status, family life, and juveniles.
- Read, understand, and communicate information effectively in writing.

Examination Components

In-Basket

The in-basket exercise is designed to simulate a variety of tasks and activities performed regularly by Probation Officers within the Jefferson County Family Court. The exercise is constructed to measure one or more aspects of job performance that are critical to one's success as a Probation Officer. You will complete two tasks and will have one hour to complete the exercise.

Computer Assessment

The computer assessment will be administered on a laptop and you will be given a predefined time limit to answer multiple choice and Microsoft Office questions and simulations.

Make-Up Examinations

No make-up examinations will be given except for eligible candidates on active military duty on the day of the examination, consistent with the USERRA guidelines described in the source guide. Traffic, family emergencies, illness, or other incidents do not qualify for a make-up examination under the stated rule.

Confidentiality and Conduct

- Do not discuss or share examination questions, exercises, or testing processes with others. Sharing test information may result in disqualification.

- Cheating or making any disturbances will result in a score of zero and immediate disqualification and may affect eligibility for future Merit System examinations.
- Smoking breaks will not be accommodated.
- Follow all directions from test administrators. Test administrators may assist with equipment or administrative problems but cannot interpret or explain test questions.
- Remain in your assigned testing or waiting area unless a test administrator gives you permission to leave.
- Testing rooms are recorded for security purposes.

Restroom and Emergency Procedures

- Periodic restroom opportunities will be provided. Once a test component begins, you may not leave the room unless permitted by staff.
- For emergency calls during testing, the source guide directs callers to the Personnel Board front desk at 205-279-3500. A message can be relayed to test administrators.

What to Bring - and What to Leave Behind

BRING	DO NOT BRING
Valid driver's license.	Cell phones, tablets, smart watches/glasses, cameras or other electronic/communication devices.
Food and/or beverages you may need while onsite. Access to food and beverages may be limited.	Outside reading materials, books, magazines, newspapers, or study materials.

The Personnel Board will not store prohibited electronic devices for you. If you bring a prohibited item, you will be required to return it to your vehicle, and you must still meet the check-in deadline.

How to Prepare

- Review the competencies listed in this guide and think about how they may apply to the work of a Probation Officer.
- Read and listen to all instructions carefully during the examination.
- Respond to every part of each exercise or question.
- Manage your time so you can complete all required tasks.
- You do not need previous experience as a Probation Officer to respond successfully to the test exercises.

Scores, Appeals, and Next Steps

Score Results

Your examination materials and recorded responses will be evaluated by trained assessors using established scoring standards. After scoring is complete, you will be notified of your score by email. The notice will include your final examination score and preliminary rank. Scores are typically sent 4-6 weeks after the test.

Appeals

Four business days from the date the score notices are emailed constitute the appeal period for this examination. Appeals may address procedural matters involving test administration, assessment, or score calculation. Appeals regarding the content of the test are not considered.

Eligible Register and Hiring

Candidates who pass the examination will be placed on an eligible register in rank order based on examination score. Departments with vacancies may conduct background checks, criminal record checks, additional interviews, or other selection procedures before hiring. The Probation Officer register will remain active for approximately one year. For questions regarding changes in rank, candidates can contact Applicant Services at 205-279-3500, option 1. As individuals are hired your rank may change.

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact the individual listed below.

Ian Peters
Test Administration & Assessment Coordinator
Ian.Peters@pbjcal.org
205-279-3451

ADA Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact Allysa Singer at 205-279-3603 or at Allysa.Singer@pbjcal.org.

The deadline for requesting ADA accommodations is Thursday, September 10, 2026.