

2025 FIELD PAROLE OFFICER A/B EXAMINATION

This examination is being administered by the Human Resources Division (HRD) to establish eligible lists from which to fill Field Parole Officer A/B vacancies in the Massachusetts Parole Board. Please note that this posting includes information specific to the positions of Field Parole Officer A/B.

Written Examination Date: June 7, 2025

Application Period Begins: February 3, 2025

Application Deadline: April 15, 2025

Examination Processing Fee: \$75

Written examination locations: Various sites across the Commonwealth.

Examination Information

Application: All applications and examination processing fees must be received by April 15, 2025. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before April 15, 2025, your application will not be accepted.

Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that HRD utilizes only email for all notices to candidates.

Fee Waiver: The examination processing fee may be waived for candidates receiving or who have received certain state or federal public assistance, such as unemployment insurance during any portion of the previous 12 months leading up to the examination date. Fee Waiver Forms are available on our website ([Fee Waiver Form](#)). This form should be completed and supporting documentation must be scanned and attached to the application. All fee waiver forms must be submitted on or before April 15, 2025

Current Military Personnel: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must submit an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached on or before April 15, 2025. Please include in your request your email address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after April 15, 2025, must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. For more information, visit [Military Information](#).

Makeup Examination: With the exception of current military personnel, as described above, no candidate has a right to a makeup examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this before applying for the examination. If you file an examination application by the application deadline but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to the HRD no later than seven calendar days from the examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

Reasonable Accommodations: If you need reasonable accommodations due to a documented impairment, or medical condition, you must fill out the Testing Accommodations Request Form and submit supporting documentation as outlined on the form from a qualified professional detailing what type of accommodation you require at the examination site. The form and supporting documentation must be scanned and attached to the application or emailed to civilservice@mass.gov no later than four (4) weeks prior to the examination date. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for examinations and will not be used for any other purposes. For information regarding reasonable accommodations and the required form please see: [Testing Accommodations Request Form](#)

Examination Requirements:

Examples of Essential Duties for a Field Parole Officer A/B:

Under direct supervision of Parole Officers (Levels C or D) or other employees of higher grade who provide policy guidance, assign work, and review performance for effectiveness and compliance with agency policy: supervising parolees, investigating and confirming home and work plans of parolees, arrests and warrant job duties according to policy, inspecting parole property and equipment, investigating and following up on parole violations, creating and maintaining files, communicating and coordinating activities.

Written Examination:

For more information regarding the written examination and access to the Preparation Guide, please visit [Preparation Guides & Reading Lists](#).

Eligibility

Candidates must have at least three years of full-time, or equivalent part-time, professional experience in parole or probation work, criminal justice, social work, psychology, vocational counseling, or rehabilitation counseling.

Substitutions:

- An Associates or higher degree in criminal justice, law enforcement, law, social work, psychology, sociology, human services, rehabilitation or counseling may be substituted for a maximum of two years of the required experience on the basis of two years of education for one year of experience.
- A Master's or higher degree in criminal justice, law enforcement, law, social work, psychology, sociology, human services, rehabilitation or counseling may be substituted for an additional year of the required experience on the basis of two years of education for one year of experience.

Note: one year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

Credit for Employment/Experience: Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Parole Officer A/B. You must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as a Parole Officer A/B, including dates of service and, if part-time, total number of hours worked. The supporting documentation must be on original letterhead with an original signature from the hiring authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the examination and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to the application or sent to civilservice@mass.gov. Supporting documentation must be submitted no later than April 15, 2025. Note: Resumes will not be accepted as sufficient supporting documentation.

Preference Claims for Field Parole Officer A/B:

Candidates can submit a claim for the following preferences.

- **Veterans' Preference:** Click on this link for further information- [Veterans' Preference Eligibility](#).
- **Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).
- **Selective Certification for Bilingual/Gender Field Parole Officer:** If an appointing authority requires that a Field Parole Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of consideration.

Additional Requirements for Field Parole Officers A/B candidates: [Visit Careers | Mass.gov](#) for more information.

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for employment. For information on how to update your information, visit [Update Your Account](#).

Refunds: There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

Private School or Service: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

Salary: Inquiries concerning salary should be directed to the Municipality at the time of employment consideration.

Supplemental Information:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information or inquiries about this and other civil service examinations, visit www.mass.gov/civilservice or email the Civil Service Unit at civilservice@mass.gov

The Civil Service Unit's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617)-878-9700

Toll-Free Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762