

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE HUMAN RESOURCES DIVISION

ONE ASHBURTON PLACE, BOSTON, MA 02108

MICHAEL J. HEFFERNAN Secretary

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PLEASE POST PROMINENTLY READING LIST ANNOUNCEMENT

TO: Paul Treseler, Chairman

Massachusetts Parole Board

FROM: Regina Caggiano, Deputy Director

Civil Service Unit

DATE: April 30, 2018

SUBJECT: EXAMINATION READING LIST

PAROLE OFFICER A/B AND TRANSITIONAL PAROLE OFFICER EXAMINATION DATE – Saturday, June 30, 2018

*HRD subject matter experts recommend the following reference materials to applicants who wish to prepare for the examination.

Abadinsky, Howard, (2017). **Probation and Parole: Corrections in the Community**, Thirteenth Edition. New York: Pearson. (www.pearson.com) ISBN-13: 978-0134548616

Gorden, Raymond L. (1998). **Basic Interviewing Skills**. Prospect Heights: Waveland Press Inc. (www.waveland.com) ISBN-13: 978-1577660200

^{*}Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. Any questions regarding the reading list may be directed to Adele Jean at adele.jean@state.ma.us.