

15CO0304
JUVENILE PROBATION OFFICER I
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If more than five (5) qualified applications are received, the Questionnaire will be scored, and the score will be used to rank the qualified applicants on the eligible register and tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department **no later than 5 PM, March 23, 2015.**

NAME: (Print) _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBERS: **HOME:** _____ **CELL:** _____

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets are accurate and complete to the best of my knowledge and belief.

INSTRUCTIONS: Please choose from the option that best describes YOUR work experience.

Note: In each option, you may experience in more than one area but you must choose the most accurate option based on your experience.

1) Indicate the type of experience you've had in dealing with individuals in crisis and potentially violent situations. Choose one of the following that most accurately describes your work experience:

- Has experience in/as: Juvenile Court setting: advising juvenile clients OR Social Worker: advising clients in legal, social and in crisis situations with juveniles. OR Corrections (juvenile): advising juveniles
- Has experience in/as: Police Officer: advising in legal, social or in crisis situations. OR Residential Care facility: advising clients/residents in legal, social and in crisis situations with juveniles. OR Rehabilitation facility: substance abuse environment; psychiatric; therapeutic OR Magistrate: counsels individuals in legal, social and in crisis situations
- Has experience in/as: Teaching (school setting): advising in legal, social and in crisis situations. OR Completed college level courses in Psychology, Sociology, Criminal Justice, Juvenile Justice, Law Enforcement, Social Work and Counseling. OR Completed seminars related to any of the above college level courses OR Has volunteer/Intern experience in related field
- Has experience in/as: Adult Corrections setting OR Minister/clergy setting
- Has no related experience for this question

2) Indicate the type of experience you've had in interviewing individuals, clients or offenders to obtain information. Choose one of the following that most accurately describes your work experience:

- Has experience in/as: Interviewing juvenile clients: Probation Officer, Social Worker, Intake Officer OR Interviewing adult clients: Social Worker, Paralegal
- Has experience in/as: Interviewing to collect information for social history/background OR Child Care Officer, Mental Health Worker, Police Officer, Teachers, Municipal Court Clerk, Magistrate, Substance Abuse Worker OR Police Officer

- Has experience in/as: Teaching, school setting, clergy, Salvation Army personnel OR Clerical staff OR Paralegal, clerical staff in social services environment OR Several college level courses, seminars
- Has Experience in/as: Has attended at least 2 college level courses but has limited experience (Less than 6 months) in Psychology, Sociology, Criminal Justice, Juvenile Justice, Law Enforcement, Social Work and Counseling. OR Has had an Internship in a related field
- Has no related experience for this question.

3) Indicate the type of experience you've had in collecting essential information for preparing documentation such as case files. Choose one of the following that most accurately describes your work experience:

- Has experience in/as: Preparing case files for court: Probation Officer, Social Worker, Intake Officer OR Preparing case files for court: Social Worker, Paralegal
- Has experience in/as: Collecting information for case files (not for court): Social Worker, Child Care Workers, Counselors, Mental Health OR Interviewing to collect information for social history/background OR Police Officer : collecting information to prepare case files for court
- Has experience in/as: Teaching, school setting, clergy, Salvation Army personnel OR Clerical staff assisting with collecting information for case files OR Paralegal, clerical staff in social services environment OR Attended several college level courses, seminars
- Has Experience in/as: Assisting in preparing case files but has never made recommendations for disposition of cases. OR Has only attended less than 2 college level courses or seminars OR An internship in a related field.
- Has no related experience for this question.