

The Probation Service: Service Officer **(<https://www.activelink.ie/node/115137>)**



An tSeirbhís Phromhaidh
The Probation Service

Open Competition: Service Officer

The Probation Service is an executive agency within the Department of Justice. We play an important role in helping to reduce the level of crime and to increase public safety by working with offenders to help change their behaviour and make good the harm done by crime. We are the lead agency in the assessment and management of offenders in our community.

The Probation Service is holding an open competition for the appointment of Service Officer

Location: We currently have vacancies in Dublin, Cork and Limerick. If you are successful in this competition you will be placed on a panel in order of merit from which vacancies will be filled.

Closing Date: 5pm, Thursday, 8 May 2025

To apply:

Please note that the Probation Service have engaged with an external recruitment company (Staffline Recruitment) to manage the online application process and assist with the selection process. You can apply for the Service Officer role by completing the online application form at <https://staffline.getgotjobs.ie/home> (<https://staffline.getgotjobs.ie/home>)

The Role

Duties carried out by Service Officers include, but are not limited to:

- Facilitate the smooth running of reception areas - the Service Officer will be required to carry out reception desk duties that involve dealing with queries and deliveries from colleagues and visitors, both in person and by telephone, in a prompt and courteous manner;
- Security Duties – facilitate security of reception areas, entrance gates, car parks, doors, alarms, etc. Facilitate additional security as required;
- Collection, sorting and delivery of internal and external mail to include letters, parcels, newspapers, periodicals, etc.;
- Key-holder duties including opening and locking of office in the morning/evening*
- Other duties as assigned by line management from time to time as appropriate to the role.

Essential Skills and Experience

- Given the nature of the work, the candidate must be capable of physical work in line with duties outlined above;
- Candidates must have good interpersonal skills and ability to deal with clients;
- Candidates must be able to communicate clearly and fluently in the English language in both written and verbal communication.

For further details about this open competition, please see the information booklet:

Service Officer Information Booklet

(<https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/16/Service%20Officers%20Booklet%202025.docx>)

Region

Dublin, Cork & Limerick

Date Entered/Updated

17th Apr, 2025

Expiry Date

8th May, 2025

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