

38th & 454th Judicial Districts
Community Supervision and Corrections Department

Job Description

Job Title: Community Supervision Officer Salary: \$47,000.00/yearly

Reports to: Unit Supervisor

Supervises: None

Education - Required: Bachelors degree in related area, ability to obtain CSO certification

Experience - Required: None, knowledge of criminal justice system

Experience - Preferred: two (2) years direct experience

Job Duties:

- Ensure the compliance of probationers through supervision
- Intake process of new probationers, including criminal history
- Prepare legal documentation and reports for and attend court, show cause hearings, revocation hearings, and MTR hearings, etc.
- Testify in court and supply information as necessary
- Case management
- Conduct field visits, curfew checks and bar checks
- Responsible for collection of court-assessed fines, costs and fees
- Maintain hard and soft files
- Computer literate (databases, word process 45 wpm, spreadsheets, etc.)
- Interview and counsel probationers in office and field visits, direct and indirect cases
- Monitoring probationer adherence to conditions of probation (EM, CSR, AA, treatment, curfew, sex offender state laws and interstate compliance, etc.)
- Problem resolution
- Research and prepare chronos, monthly progress reports, violation reports, request response forms, and other reports as necessary
- Develop and implement strategies for case supervision
- Perform risk/need assessments and reassessments
- Refer probationers to CSR, counseling, GED classes, TWC, CCF, groups, and TAIP
- Perform urinary analysis and oral fluid testing
- Monitor internet usage of sex offenders
- Prepare correspondence and delinquency letters
- Project management
- Excellent written and oral communication skills
- Professional and respectful etiquette and appearance
- Knowledge of and compliance with Texas Code of Criminal Procedure Article 42.12 and Standards provided by the CSCD handbook and CJAD

- Time management skills, organizational skills and motivation
- Ability to get along with all types of people, patience
- Ability to speak Spanish is very helpful, but not required
- Handle phone calls relating to probationers on your caseload
- Work hour flexibility to ensure efficient completion of duties and maximum service to probationers
- Report violations in a timely manner
- Able to travel to out-of-town training sessions as necessary
- Must possess a valid Texas Driver's License
- Must have a telephone number at which he/she can be reached
- Must possess and maintain personal Texas automobile liability insurance
- Other duties as assigned by Administration

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, read, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- b. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus and airplane.
- c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.

Certificates, licenses, registrations, or diplomas: Must show proof of college degree.

Background Checks are done which may include obtaining and verification of education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to background, character and personal reputation which may be deemed relevant to my employment.

The position has excellent benefits, which include paid vacation, holidays, sick leave, retirement and the employee's health insurance is paid at 100%.

For more information contact Cindy Atkinson, Human Resources Officer, (830)900-7715.