**38th & 454th Judicial Districts**

**Community Supervision and Corrections Department**

**Serving Uvalde, Medina and Real Counties**

**Job Description**

**Job Title: Community Supervision Officer – Hondo, Texas office**

**Salary: $32,000.00/per year**

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

**Education - Required:** Bachelor's 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 chrono's, 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, and OSAT
* 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
* ICOTS Certified

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

**For more information on this job position please contact:**

**Cindy Atkinson, Human Resources Officer**

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**830/900-7715**