

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:
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830/900-7715**