

HARRIS COUNTY, TEXAS
APPLICATION FOR EMPLOYMENT

JB # 14050-P



Please return application to:
Human Resources & Risk Management
1310 Prairie Street, Suite 240, Houston, Texas 77002

Main Line (713) 755-5250
Job Line (713) 755-5044
Internet Address:
www.hctx.net/hrrm

Community Supervision Officer

JOB TITLE / JOB LOCATION

Open Until Filled

CLOSING DATE

Community Supervision & Corrections Dept.
DEPARTMENT

49 San Jacinto St.
DEPT. LOCATION

\$2,514/mo. (salary
commensurate w/exp.)
SALARY

40 Hours Per Week
WORKING HOURS

Maria Briones / (713) 755-2723
CONTACT PERSON/PHONE NO.

REQUIREMENTS

REQUIRED EDUCATION:

Must have a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and unless the bachelor's degree is in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology, the person must have: one year of graduate study in one of those fields; or one year of experience in full-time casework, counseling, or community or group work.

Transcript required at time of application: A copy must accompany application; however, an original certified copy is required at time of hire.

PREFERRED EDUCATION/SUBSTITUTIONS:

REQUIRED EXPERIENCE:

PREFERRED EXPERIENCE/SUBSTITUTIONS:

Two years or more experience as a state certified Community Supervision Officer.

SKILLS/PHYSICAL REQUIREMENTS/LICENSES/CERTIFICATIONS:

A valid Texas Drivers' License is required. A Community Supervision Officer in Texas cannot be employed as a peace officer or work as a reserve or volunteer peace officer; and cannot be currently on community supervision or parole or serving a sentence for a criminal offense.

Employment is contingent upon passing a criminal background check.

SPECIFIC JOB DUTIES/SUMMARY OF JOB:

Provides responsible supervision to assigned probationers to ensure compliance with Court ordered conditions thereby providing a service to the Courts of Harris County, the community and the offenders. Makes outside, face-to-face and collateral contact with probationers as required, including conducting field visits that entail evening and weekend hours.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Title VII prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older. Any limitations on these areas expressed in this requisition should be warranted by bona-fide occupational qualification, business necessity or other legally permissible reasons.

Updated 5/06/09