



MCLENNAN COUNTY CSCD

(Adult Probation)

New Job Posting

Position: Community Supervision Officer
Vacancy Number:
FLSA Status: Non-Exempt
Salary: \$2,864.00 - Per Month + Benefits
(\$34,368 Annually)

Opening Date: October 19, 2011

Closing Date: November, 14, 2011

ESSENTIAL JOB FUNCTIONS: Interviews and assesses the supervision level of each offender placed under direct supervision; Develops a supervision plan for each offender placed under direct supervision; Administers an SCS (Skills for Supervision) interview; Makes referrals to facilitate supervision; Administers alcohol and/or drug evaluations on offenders with a documented chemical abuse problem; Reviews offender's progress on probation and reassesses case; Conducts office contacts; Conducts field contacts at the offender's residence and/or place of employment; Administers drug test(s) to assess usage and/or problems; Documents all offender contacts in the case file; Monitors and documents the offender's compliance with all court-ordered conditions of probation; Takes appropriate/corrective action when offenders are in violation; Files a VRW with the District Attorney's office on any subsequent criminal arrest in accordance with established policies and procedures; Updates computer records on each offender; Organizes case file in accordance with established procedures; Attends scheduled team and staff meetings; Meets minimum performance criteria on all case audits; Provides testimony on felons/misdemeanants when required in District/County Court; Performs Felony/Misdemeanors court duty functions as needed; Supervises transfer-out felony cases; Other duties as assigned

ESSENTIAL PHYSICAL DEMANDS: Driving personal automobile, reading, bending, sitting, standing, walking, kneeling, speaking, hearing, lifting case files, significant computer data entry, ability to manage stress in meeting deadlines and change, and other physical efforts as required.

ENVIRONMENTAL FACTORS: Works indoors and outdoors. Works in the community conducting home visits. Comes in contact with criminal courts, courthouse personnel, law enforcement and community agencies. Works with individuals who have been convicted of felony and/or misdemeanor offenses.

EDUCATION ~ SKILLS ~ EXPERIENCE ~ REQUIREMENTS:

- Must have a Bachelor's degree conferred by an institution of higher education.
- Degree accreditation by an organization recognized by the Higher Texas Education Coordinating Board in one of the following; Criminology, Corrections, Counseling, Human Services Development, Law, Law Enforcement, Police Science, Pre-Law, Public Administration, Rehabilitative studies, Social Work, Psychology, or Sociology. **Or:**
One year of Graduate School studies in one of the above listed study disciplines, (one year graduate study is at least 18-graduate level accredited hours completed).
- Valid Texas Driver's license, reliable automobile and proof of valid liability insurance.
- Must complete and pass the Community Supervision Officer Certification course work, and process within 12 months of his/her employment, **current CSO certification is preferred. Applicants with current CSO certification will be reviewed on a priority basis for possible selection before other applicants are considered. This may result in the position being filled without the review of non-certified applicants.**

To be considered, interested candidates must submit a McLennan County CSCD Employment Application to the Human Resources Department along with a current resume, and a copy of an official college transcript. Mandatory drug and alcohol test is required. Employment is contingent on acceptable results of criminal and employment background check. Not every candidate will be interviewed. The hiring department will determine which candidates will be selected for an interview and those selected will be provided study materials for the technical aspects of the interview. EOE

McLennan County Human Resources Department, 214 N. 4th St., Suite 200, Waco, TX 76701

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Web Page: <http://www.co.mclennan.tx.us/hr/>