

**MONTGOMERY COUNTY DEPARTMENT OF  
COMMUNITY SUPERVISION AND CORRECTIONS**

**JOB POSTING**

**SERVICE AREA:** COMMUNITY SUPERVISION

**JOB TITLE:** COMMUNITY SUPERVISION OFFICER

**SALARY:** \$1,214.00 BI-WEEKLY

\*\*\*\*\*

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

**OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED:**

**HUMAN RESOURCES  
2247 N. FIRST, SUITE 214  
CONROE, TX 77301  
FAX: (936) 538-8275**

**MUST PROVIDE A COPY OF TRANSCRIPT WITH APPLICATION TO BE ELIGIBLE  
FOR CONSIDERATION FOR AN INTERVIEW**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

After receiving a conditional offer of employment applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections. New hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections. Any additional cost will be the responsibility of the applicant. New hires for Community Corrections will be required to receive a TB test by MDCDCSC medical personnel. TB test must be conducted and read prior to any offer of employment. New hire TB test will be paid for by the department. Any additional cost will be the responsibility of the applicant.

**ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE .....**

**The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION  
AND CORRECTIONS is an Equal Opportunity Employer.**

07.13.09

**MONTGOMERY COUNTY DEPARTMENT  
OF  
COMMUNITY SUPERVISION AND CORRECTIONS  
ADULT COMMUNITY SUPERVISION**

**JOB TITLE:** Community Supervision Officer

**BASIC RESPONSIBILITIES:**

Under the general supervision of a Unit Supervisor, the Community Supervision Officer will perform moderately complex social work in providing supervision and counseling to probationers.

**EXAMPLES OF DUTIES:**

- Performs moderately complex social work in interviewing and counseling probationers, both formally and informally
- Conducts Needs/Risk Assessments and Reassessments on each probationer assigned to caseload
- Develops, reviews and implements supervision plans for those probationers assigned to caseload
- Conducts SCS Interviews in compliance with departmental policy
- Prepares social histories, vocational records and related documents and pre-sentence investigations when required by the Court
- Supervises probationers by visits to homes and/or jobs in compliance with CJAD Standards and/or departmental policy
- Assures that probationers comply with conditions of probation imposed by the Court including: payment of fees, fines, court costs, restitution and support payments. Monitors compliance to any special conditions of probation such as Community Service Restitution, weekly counseling, urinalysis, etc.
- Maintains supervision for courtesy cases by extending the same level of services afforded persons placed under supervision from Montgomery County courts

- Maintains statistical and accurate records on CJAD monthly summary report, violation reports disposition, monthly delinquent list and other required monthly reports
- Supervises cases classified as indirect "other" and/or "mail-in" in compliance with departmental policy and CJAD standards
- Performs other duties as they are assigned

## **REQUIREMENTS:**

### **Training and Experience:**

- Must have a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization 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:
  - A. One year of graduate study in one of those fields, or
  - B. One year of experience in full-time casework, counseling or community or group work, or
  - C. Other education or experience, documented by letter in the employees personnel file, which indicates that they were the most qualified applicant at the time of hiring. Such letter shall be signed by the CSCD Director.
- Cannot be employed as a peace officer, and
- Cannot be currently on community supervision or parole or serving a sentence for a criminal offense

**Special Knowledge, Skills and Abilities:**

- Commitment to department's vision in developing people to their full potential
- Ability to work independently and efficiently, yet as part of a team
- Working knowledge of case management techniques
- An understanding of human behavioral patterns and the ability to apply good judgement in dealing with the problems of individual probationers
- Ability to assess the needs of individual probationers and to utilize community resources in meeting those needs
- Ability to maintain satisfactory working relationships with officials of other county, state, municipal and civic organizations and agencies
- Ability to maintain effective working relationships with service area directors, community supervision officers and other Montgomery County CSCD personnel
- Willingness to work evenings or weekends as necessary to provide quality supervision of offenders

**Additional Requirements:**

- Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met not later than thirty (30) days following the date of hire)
- Must have access to an automobile that can be used while on duty. Must provide proof of liability insurance on the vehicle that will be used while on duty
- Must have a telephone number at which he/she can be reached