

LUBBOCK-CROSBY COUNTY CSCD
JOB DESCRIPTION

“Protecting our community by changing lives”

JOB TITLE: Community Supervision Officer
RESPONSIBLE TO: Team Supervisor

DATE: July 2019
FLSA: Non-exempt

JOB SUMMARY: Provides supervision of a case load of offenders placed under supervision by the courts. This supervision includes conducting evaluations, assessments, supervision planning, referral of offenders and consulting with appropriate law enforcement and other agencies.

ESSENTIAL DUTIES:

- Monitors offenders' compliance with terms and conditions of community supervision.
- Performs offender assessments by accurately identifying salient facts from the interview.
- Prepares supervision plans with offender relevant to behavior change.
- Makes appropriate referrals, reviews the offender's progress and uses intermediate sanctions.
- Prepares and submits legal documents to the court as required.
- Conducts office visits and collateral contacts per department policies.
- Conducts field visits per department policies.
- Maintains accurate and orderly case files and updates records on each offender.
- Performs additional duties as assigned by superiors.
- Maintains professionalism.
- Follows departmental policies.

POSITION REQUIREMENTS: A minimum of a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Must meet the minimum standards for Community Supervision Officers in Texas, as stated in Government Code chapter 76, section 76.005. Must be able to operate and use a personal computer and associated software. Must have good verbal and written skills. Must have interpersonal skills necessary to deal with offenders, public, coworkers, court personnel, and personnel of other agencies and departments. Ability to work independently and efficiently. Possess a valid Texas driver's license and liability automobile insurance pursuant to Texas motor vehicle laws. Must have a telephone number at which they can be reached and access to reliable transportation. Must be able to work in the evenings to make contacts with offenders in the field. A criminal history will be conducted.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS: Maintain the ability to occasionally stand, walk, kneel, and bend during the course of your shift; reach, grip, and use fine dexterity; push and pull objects; occasionally flex upper trunk forward at the waist and partially at the knees; occasionally lift and carry up to 20 pounds; occasionally rotate upper trunk to the left or right while sitting or standing; place arms above, at or below shoulder height; use of vision and depth perception; talking and hearing. The work environment is typically indoors, in office setting, with moderate noise level.

Apply online at link provided below. Closing date is 9/15/2020.

<https://www.governmentjobs.com/careers/colubbocktx/jobs/2852209/community-supervision-officer>