

**UPSHUR & MARION COUNTY
CSCD**

415 US HWY 271 N
Gilmer, Texas 75644
903/843-3006
Fax: 903/843-9041

Michelle Loftice, Director

JOB ANNOUNCEMENT

- JOB TITLE:** Community Supervision Officer (Adult Probation Officer)
- LOCATION:** Jefferson, Texas
- QUALIFICATIONS:** 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 successfully complete the Community Supervision Officer Certification training within one year of date of employment.
- ADDITIONAL REQUIRMENTS:** Must have a valid Texas driver's license, provide proof of vehicle insurance, and have adequate transportation, must be able to pass a criminal background check, drug screen.
- DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties determined by the type of caseload assigned and may include, but not be limited to the following: conduct pre/post sentence reports, enforce any orders of the court and monitor offender's compliance with conditions of community supervision, conduct routine office and field contacts on offenders, conduct urinalysis, provide referrals to offenders for services and programs to address criminogenic needs, conduct assessments and supervision plans, conduct intakes, report violations to the court, maintain case files and chronological reports/documentation, assist department staff, maintain current educational and training requirements, travel to/from satellite office, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.
- KNOWLEDGE, ABILITIES AND SKILLS:** Possess excellent written and verbal communication skills. Ability to follow written and verbal instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, the public, and CSCD staff.
- ESSENTIAL PHYSICAL DEMANDS:** Reading and understanding complex documents, both paper and electronic. Ability to effectively communicate both internally and externally. Ability to lift boxes, supplies, case files, bending, standing,

sitting, walking, kneeling, speaking, hearing, significant data entry, driving, ability to manage stress in meeting deadlines and changes, and other physical efforts that may be required to carry out the job. Ability to be trained in and conduct defensive and safety procedures.

ENVIRONMENTAL FACTORS:

Work indoors and outdoors. Works with felony and misdemeanor defendant/offenders. Conducts field work in the community by making home and/or work visits to offenders, including high crime areas of the jurisdiction. Works in secure jail and prison settings. Works in criminal courts, contact with courthouse personnel, law enforcement and community agencies.

SALARY:

Negotiable, entry level position. Salary based on experience and education. Benefits included from Employees Retirement System of Texas (ERS) and Texas County & District Retirement System (TCDRS).

CLOSING DATE:

Until filled.

This job description is not intended to be all-inclusive. Employees will perform other reasonable, assigned, and related business duties. The CSCD is an "at-will" employer. This job description does not constitute a written or implied contract of employment.

Interested applicants should send a cover letter, resume' and copy of their college transcripts to:

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