

**38<sup>th</sup> Judicial District  
Community Supervision and Corrections Department**

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**Job Description**

**Job Title:** Unit Supervisor (office in Hondo, Texas)

**Reports to:** Director

**Supervises:** CSO's and Support Staff

**Salary:** Commensurate with Experience

**Education - Required:** Bachelor's degree in Social or Behavioral Science or a directly related field, Certified CSO and TRAS Certified, and other training as deem necessary

**Education - Preferred:** Master's Degree in related area

**Additional Requirements-** Must have a valid Texas Driver's License and possess and maintain personal Texas automobile liability insurance. Also must have a Cell number where he/she can be reached.

**Experience - Required:** Five (5) years of increasingly responsible experience in social services or probation related work, including two (2) years of supervisory or management experience.

**Experience - Preferred:** 8 years direct experience

**Essential Job Duties: This list is not exhaustive, other duties may be added or assigned.**

- Supervise CSO's and Support Staff for unit.
- Supervise Specialty Court Cases and Indirect type cases as necessary
- Complete ICOTS training and supervise offenders if necessary and ensure compliance
- Coordinate County and District Court Staff assignments
- May conduct field visits, curfew checks and bar checks as needed
- Prepare reports for the court (concerning Motions to Revoke/Adjudicate Probation, PSIs, treatment placements, sanctions etc.)
- Respond to Court referrals- assign cases to officers, ensure conditions of probation ordered by the Court are enforced
- Review CSO's work as needed and review data entry into computer system
- Problem resolution (internal and external)
- Provides orientation and on-going training, mentoring, leadership and coaching to CSO's/Staff. Initiates continuous quality improvement practices.
- Provides oversight and guidance to staff and makes decisions on offender issues regarding legal documents, legal recommendations, time management, completion of duties, morale, etc.

- Conducts case staffing and Administrative Reviews with offenders, supervision officers, counselors, and collateral sources as needed to address compliance issues
- Performs case audits, case reviews, and other methods of quality assurance on community supervision case records to monitor and ensure completeness and accuracy
- Review officer case productivity (monthly collections, MTR's, U.A. collections, Community Correction Facility placement history and administrative/compliance hearing referrals)
- Review Case Management Reports as needed to ensure compliance with Department and CJAD Standards are met (i.e.: End-of-the-Month reports, termination lists, MTRs, warrants, case summaries, etc.)
- Maintains employee supervision files and completes documentation on all pertinent information
- Assure adequate staffing of Unit at all times
- Reviews and approves leave, ensuring compliance with the Fair Labor Standards Act
- Informs unit employees of changes in departmental policies and procedures, court mandates, and personnel guidelines. Facilitates unit staff meetings.
- Prepare written reports, correspondence, and memorandums
- Possess excellent writing and oral communication skills
- Conduct and score Texas Risk Assessment System (TRAS) on offenders
- Conduct performance evaluations as needed on all employees supervised
- Assist Director in the operation and management of the Department
- Assists in the development and implementation of policies and procedures for the CSCD
- Participates in interview selection boards and makes recommendations on hiring
- Ability to work efficiently both independently and as part of a team
- May be required to represent the Department by participating in various community related activities, such as community task force groups and committees, State/local conferences, and/or meeting with agencies
- Builds and maintains cooperative relationships with the courts, clerk's offices, law enforcement agencies, public and private social service agencies, treatment facilities, and community resources
- Any other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- b. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, traveling by car, van, bus and airplane.

c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, paper shredder and automobile.

**Certificates, licenses, registrations, or diplomas:** Must provide a certified copy of a College transcript with proof of college conferred degree.