



McLennan County

Job Title:	Community Supervision Officer	FLSA Status:	Non-Exempt
Department:	Adult Probation	Opening Date:	
Position Number:	0028	Closing Date:	
Vacancy Number:	19042	Compensation Range:	\$1,539.23 Biweekly

JOB DESCRIPTION

POSITION SUMMARY:

Perform all functions necessary to supervise and maintain records of offenders through pre-sentence status to monitoring compliance of court ordered conditions of probation.

ESSENTIAL JOB FUNCTIONS:

- Provides responsible supervision to assigned clients to ensure compliance with court ordered conditions. Performs all duties and responsibilities in accordance with the department's policies and procedure and CJAD Standards
- Reviews and clarifies community supervision conditions as set forth by the court with clients placed on probation
- Conducts interviews and assessments with clients to determine appropriate supervision levels. Maintains accurate levels of supervision for clients throughout the period of community supervision
- Responsible for developing individualized supervision/case plans for clients
- Utilizes evidence-based supervision strategies to address clients' criminogenic needs. Refers clients to effective programs/services to facilitate behavioral changes, to reduce recidivism, and bring about pro-social, law abiding behavior
- Prepares Violation Report Worksheets and/or recommends action in accordance with established procedures and progressive sanctions when clients are in violation of their conditions of probation
- Provides testimony when required in District/County Court
- Monitors clients' progress and compliance through regular interviews during office reports, collateral contacts and field interaction with clients at their residence and other pertinent locations
- Maintains and documents accurate client case-files through significant documentation, data entry, and scanning in the Department's computerized client case management system
- Collects urine samples from same sex clients according to established policies and procedures, as needed. Conducts drug testing to assess usage and/or problems
- Provides coverage for absent co-workers as needed
- Attends scheduled team and staff meetings
- Meets minimum performance criteria on all case audits and performance evaluations
- Supervises transfer-out cases as necessary
- Performs other duties as assigned

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION:

Required:

- 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.
- **Preferred degree** 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).
- Must complete and pass the Community Supervision Officer Certification course work, and process within 12 months of his/her employment.

SKILLS ~ EXPERIENCE:

Required:

- Computer and computer software experience

Preferred:

- Fluent Spanish speaking skills
- Fluent in American Sign Language (ASL)

DISCLAIMER: McLennan County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

All Employees

- o Must be committed to achieving excellence in assigned duties, always in service of the county and community
- o Must have ability to earn and keep the trust of fellow employees and the community at large
- o Must be approachable and ready to help fellow employees and the general public

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 are on supervision for felony and/or misdemeanor offenses.

PHYSICAL DEMAND REQUIREMENTS: 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. The duties of a Community Supervision Officer include office and field work, which both require the supervision of criminal offenders who may present physical danger to the officer and to the public. In the supervision of these offenders, essential duties require moderate to arduous physical exertion, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. Because a Community Supervision Officer must effectively deal with the possibility of physical altercations and is subject to moderate to arduous physical exertion, applicants must be physically capable. Field work requires wearing a protective vest that weighs approximately 3 - 5 lbs. Office work requires prolonged periods of sitting and standing, moderate lifting, and walking. Both field work and office work is required of all Community Supervision Officers, and both are essential functions of the job.

HOURS / SPECIAL CONDITIONS: Regular schedule is 8 a.m. to 5 p.m., Monday through Friday. This position may be required to work a flexible schedule based on the needs of the facility.

Unless the applicant is currently a certified officer, CSO Testing will be conducted prior to selection for interview. The questions will be gleaned directly from the Texas Department of Criminal Justice – CJAD “Standards” and Article 42.12 of Chapter 42 of the Texas Code of Criminal Procedures (see links below).

CJAD Standards and Article 42.12 may be found on the internet at the links below:

- www.tdcj.state.tx.us/documents/cjad/CJAD_Standards_CSCDs.pdf (Standards for CSCDs March 2015)
- <http://www.statutes.legis.state.tx.us/Docs/CR/htm/CR.42.htm> This link will bring you to “Chapter 42. Judgment and Sentence”, of the code of Criminal Procedures. You will need to scroll down to Article 42.12 which is captioned, “Community Supervision”.

Note: if you do not have access to the internet please contact Gail Robles at 254-757-5226 and arrangements may be made for you to obtain a copy of the above material. These publications are also available in PDF computer format for emailing. If you desire to have the publications emailed to you please send an email request to gail.robles@co.mclennan.tx.us.