



COMMUNITY SUPERVISION AND CORRECTIONS
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN
301 Oak Street
Old Taylor County Courthouse
Abilene, Texas 79602
(325) 674-1247

Kyle Coker
Director

JOB ANNOUNCEMENT

- POSITION:** Community Supervision Officer (Adult Probation Officer)
- SALARY:** Starting at \$37,326 /Annually; Salary increases are currently offered at 6, 18, 30, and 42 months.
- BENEFITS:** Health (100% of employee's premium paid; 50% of dependent's premium paid), Dental, Short and Long Term Disability, Life, Dependent Life, Retirement, Annual/Sick/Emergency/Birthday Leave
- DUTIES:** This position calls for protection of the community through supervision of the probated offender and to make available to offenders opportunities for improving their ability to serve their sentence in the community rather than in prison or jail.
- Manages a caseload; accountable to the administration and responsible for the supervision of probationers assigned to him.
- Manages case files in accordance with departmental policy and procedures and CJAD standards.
- Manages and maintains computer files.
- Monitors probationer's compliance with the Court's conditions of supervision.
- Performs orientation/intake and assessment process.
- Obtains urine samples for drug screening in accordance with departmental policies.
- Completes Pre-Sentence Investigations on an assigned basis, and Post-Sentence Investigations when court ordered in accordance with the departmental procedures.
- Monitors and tracks status of probationer court ordered fees.
- Communicates restitution information to the defendant.
- Maintains a complete knowledge of referral resources (in-house, community, area, and state) and knowledgeable of effective referral process to enhance supervision facilitation.

Notifies the District Attorney's office by completing violation reports on those probationers who have been charged with new offenses.

Notifies the District Attorney's office by completing violation reports on those probationers who have absconded from supervision.

Completes violation reports on probationers to activate the process for the departmental Continuum of Sanctions.

Attempts to locate those probationers by mail, telephone, or field visits who have failed to report to the Department as required.

Maintains awareness of all confidentiality laws and regulations pertaining to probation case management/casework supervision and case records.

Makes field visits with probationers outside the office as mandated by standards or otherwise directed/ warranted.

Conducts office reports with the probationers within the time frame prescribed by standards.

Completes the Texas Risk Assessment System (TRAS) and develops a case plan on all new probationers within thirty days of supervision.

Reassesses all probationers with the TRAS within the time-frame set forth by the standards.

Attends all court proceedings as required and all subsequent revocation hearings.

Completes all required departmental reports on time, including, but not limited to, monthly reports, mileage reports, weekly jail list, etc.

Responsible for the accuracy of all data and subsequent changes submitted for entry into the information management system (including financial information and case summary codes).

Completes a monthly physical count of cases to ensure an accurate caseload statistics report.

Administers appropriate testing (WRAT, SASSI, SAAST, etc.) per standards and guidelines.

Documents all contacts with probationers or regarding probationers.

Communicates with other criminal justice agencies as needed.

Attends training as needed and/or required to increase knowledge and improve skills that will enhance job performance.

Implements Officer of the Day duties as scheduled.

Exercises independent and mature judgment in the supervision of probationers and makes all decisions in the best interest of justice and the community.

Performs all other job-related duties as assigned.

May be required to work irregular hours on a flex-time basis and may travel to high-crime areas during daytime and evening hours.

The carrying of a firearm is prohibited.

REQUIREMENTS:

(1) Must have acquired a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

(2) If the bachelor's degree is NOT in criminology, corrections, counseling, law, social work, psychology, sociology, or an approved related field, must have

(A) one year of graduate study in one of those fields or

(B) one year of experience in approved full-time casework, counseling, or community or group work.

Must possess a valid Texas Drivers License, a reliable automobile, and provide proof of liability insurance. Must have a telephone and reside within a feasible proximity of the department to manage caseload issues requiring immediate attention.

Must complete the amount of annual training hours required by the Community Justice Assistance Division. Must attend and successfully complete Officer Certification within twelve months of his/her employment.

Applicants must have the knowledge, skill and experience for time management techniques, motivational skills and the ability to work with administrative staff, elected/appointed officials and the general public.

Applicants must be able to communicate well, both in written and spoken word.

Applicants are subject to a background investigation and will be finger printed.

CLOSING DATE: Position open until filled.

PROCESS: Interested individuals may obtain an application from the Taylor County Community Supervision and Corrections Department 301 Oak Abilene, TX or from www.taylorcscd.org. The completed **application, current resume, and an official college transcript** should be sent to:

Community Supervision and Corrections Department
Attn: Jessica Tipton, Human Resource Representative
Old Taylor County Courthouse, 2nd Floor
301 Oak Street
Abilene, Texas 79602