



COMMUNITY SUPERVISION AND CORRECTIONS  
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN

301 Oak Street  
Old Taylor County Courthouse  
Abilene, Texas 79602  
(325) 674-1247

Michael D. Wolfe  
Director

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**JOB TITLE: PRE-TRIAL DIVERSION CASE MANAGER**

**SALARY: \$30,000/annually**

**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:**

1. Manages a caseload of pre-trial defendants; accountable to the administration and responsible for the supervision of defendants assigned to him.
2. Manages case files in accordance with departmental policy and procedures.
3. Manages and maintains computer files.
4. Monitors probationer's compliance with the conditions of pre-trial supervision.
5. Performs orientation/intake and assessment process.
6. Obtains urine samples for drug screening in accordance with departmental policies.
7. Monitors and tracks status of defendant's court ordered fees.
8. Communicates restitution information to the defendant.
9. Maintains a complete knowledge of referral resources (in-house, community, area, and state) and knowledgeable of effective referral process to enhance supervision facilitation.
10. Notifies his supervisor of pre-trial violations by completing violation reports on those offenders who have been charged with new offenses.
11. Attempts to locate those probationers by mail, telephone, or field visits who have failed to report to the Department as required.
12. Maintains awareness of all confidentiality laws and regulations pertaining to probation case management/casework supervision and case

records.

13. Conducts office reports with the defendant within the time frame prescribed by Department Standards.
14. Completes all required departmental reports on time.
15. 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).
16. Completes a monthly physical count of cases to ensure an accurate caseload statistics report.
17. Documents all contacts with probationer or regarding probationers.
18. Communicates with other criminal justice agencies as needed.
19. Attends training as needed and/or required to increase knowledge and improve skills that will enhance job performance.
20. Exercises independent and mature judgment in the supervision of pre-trial defendants and makes all decisions in the best interest of justice and the community.
21. Performs all other job-related duties as assigned.

### **REQUIREMENTS:**

Must have acquired an associate's degree in Criminal Justice or a related field conferred by an institution of higher education accredited by an organization recognized by the Texas Higher Education Coordinating Board.

Must have the ability to communicate both verbally and in writing. Must be detail oriented and maintain excellent time management skills. Must work within the orders of the Court and work harmoniously with the Courts, District Attorney's office, etc., and probationers. Must have the ability to cope with emotional and other problems of probationers. Must have the ability to keep routine reports. Trained in general office machinery and proficient with the computer ("computer literate").

Must have the willingness and ability to complete all assignments in a timely manner. Must have the ability to deal with high stress situations and the physical ability to conduct all phases of the responsibilities and tasks. Must possess the desire to perform job standards, including spontaneous assignments. An awareness of the job description, responsibilities, and boundaries is to be adhered to and maintained at all times.

Must possess a valid Texas Driver's License, a reliable automobile, and provide proof of liability insurance.

**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](http://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

Or

[jltipton@taylorcscd.org](mailto:jltipton@taylorcscd.org)