



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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- POSITION:** Residential Monitor
- SALARY:** \$25,990 Annually; Opportunities for salary increases offered at 12 and 24 months. Current 24 month salary is \$30,977.
- 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:** Enforces all Residential Facility policies and Rules and Regulations. Observes and monitors residents' behavior and activities. Reports all prohibited acts to the assigned Shift Supervisor and/or the appropriate Supervision Officer. Maintains a chronological written record of events that occur during his/her shift in the Shift Log Book. Coordinates and controls resident sign in/out procedures. Accounts for all residents during his/her shift through physical counts of residents. Controls contraband in the Center through observation, room searches, pat-down searches, and strip searches. Responsible for completing all assigned Locker/Room Searches as scheduled. Obtains urinalysis and performs breath analysis test to monitor residents' substance abuse. Responsible for the transportation of residents to and from designated locations. Monitors and ensures that residents' extra duty assignments are complied with as directed. Assigns, monitors and inspects residents' room and household chores assignments to ensure Residential Facility cleanliness. Patrols the Residential Facility and perimeter for safety and security purposes. Performs partial intakes on new residents. Issues and exchanges linen. Enforces hygiene practices with the resident population. Conducts curfew and wake up of residents at designated times. Assists when required in the transportation of residents at designated times and to designated locations. Assists residents with problem solving and provides supportive assistance. Organizes, assigns and documents residents' Community Service Restitution (CSR) project assignments. Ensures that residents' fire and other safety procedures are observed including fire drills as directed. Utilizes cognitive skills training and applies techniques to improve communication and effectiveness with residents.
- REQUIREMENTS:** High School Diploma or GED. Proof will be required prior to offer of employment. Must possess a valid Texas Drivers License and provide proof of liability insurance. Must be able to

communicate effectively both orally and in writing. Must possess skills in first aid, record keeping, leadership and the ability to deal with people. Must successfully complete Basic Case Management and First Aid/CPR training within the first year of employment. Must complete the amount of annual training required by the Community Justice Assistance Division. Must have the ability to deal with high stress situations and the physical ability to conduct all phases of the responsibilities and tasks.

**SCHEDULES:** Residential Monitors currently work 12 hour shifts with a 3-on, 4-off, 4-on, 3-off schedule.

**CLOSING DATE:** Position open until filled.

**PROCESS:** Interested individuals may obtain an application from Taylor County Community Supervision and Corrections Department, 301 Oak Street, Abilene, TX or from [www.taylorcsed.org](http://www.taylorcsed.org). Applications should be returned to:

Community Supervision and Corrections Department  
ATTN: Jessica Tipton, Human Resource Representative  
Old Taylor County Courthouse, 2<sup>nd</sup> Floor  
301 Oak Street  
Abilene, TX 79602