

51st, 119th, 340th and 391st JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
www.conchovalleycscd.org

OPENING DATE: 11/16/2011 / **CLOSING DATE:** until filled

POSITION: Field Service Officer *aka* Case Aide

IMMEDIATE SUPERVISOR: AIC Field Intermediate Supervisor

SALARY: \$22,673.76 annually (commensurate with experience)

DEPARTMENT/LOCATION: CVCSCD/Bryant Blvd

POSITION OVERVIEW:

The Field Service Officer works under the general supervision of the Lead Field Officer and Supervisor. This position is responsible for providing field services, which includes field contacts with probationers and sentenced offenders, substance abuse testing and other assigned tasks as outlined.

THE CONCHO VALLEY CSCD IS A DRUG FREE WORK ENVIRONMENT. ALL PERSONS SELECTED FOR POSSIBLE EMPLOYMENT SHALL SUBMIT TO A DRUG SCREEN FOR CONTROLLED SUBSTANCES PRIOR TO EMPLOYMENT, FAILURE OF THE DRUG SCREENING WILL RESULT IN AN IMMEDIATE WITHDRAWAL OF ANY AND ALL OFFERS OF EMPLOYMENT.

CRIMINAL INVESTIGATION OF PROSPECTIVE EMPLOYEES IS CONDUCTED.

DUE TO THE VOLUME OF APPLICATIONS ANTICIPATED, ONLY THOSE PERSONNEL TO BE INTERVIEWED WILL BE CONTACTED. THANK YOU FOR YOUR INTEREST IN WORKING FOR THE CONCHO VALLEY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT.

APPLICATION PROCEDURE:

Qualified internal candidates must submit a letter of interest and current resume. These documents will be accepted in person, by mail or by fax.

Qualified external candidates must complete an application that may be obtained from the Concho Valley CSCD website or the office listed below. Applications will be accepted in person, by mail or by fax.

Concho Valley Community Supervision & Corrections Department
Jeana Lacy, Human Resources Director or Nancy McClain, Human Resources Administrative Assistant
www.conchovalleycscd.org
3036 N. Bryant Blvd.
San Angelo, TX 76903
325/658-6346 (fax)

**CONCHO VALLEY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

FIELD SERVICE OFFICER

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Perform field visits at probationers' place of residence, employment, or confinement in accordance with the department and CJAD standards.
2. Transport probationers to various Community Corrections Residential facilities.
3. Obtain breath and urine samples for drug and alcohol testing.
4. Test probationers for controlled substances.
5. Testify in court as required.
6. Drive and maintain departmental vehicles.
7. Monitor probationer/offender's compliance with court ordered conditions, curfew, employment/address verification, house arrest, electronic monitoring, and other special conditions.
8. Enter computer data concerning field contacts, substance abuse testing, and violations of the conditions of probation/release.
9. Notify supervision staff of violations of the conditions of probation/release.
10. Respond to electronic monitoring notifications of unauthorized exits.
11. Performs other duties as assigned by the supervisor.
12. Conducts self in a professional manner with colleagues, with defendants, and with the public.
13. Complies with the TDCJ-CJAD Code of Ethics.

MINIMUM QUALIFICATIONS:

Have acquired a High School Diploma or GED, two years of college is preferred.

Be able to work evenings, late nights, and weekends.

Be willing to maintain an effective working relationship with law enforcement agencies and community supervision staff.

Have the ability to make sound judgments.

Have a good working knowledge of safety guideline procedures or the willingness and ability to learn.

Have a good working knowledge of Texas Probation Law/Limits or the willingness and ability to learn.

Have a valid drivers license and automobile insurance.

Knowledgeable in the use of word processing software; with the ability to type at least 40 words per minute.

Knowledgeable in the use of various photo copying machines and fax machines.

Be able to work independently and efficiently.

Possess the skills to effectively communicate orally or in writing.

Have working knowledge of the Texas Criminal Justice System and Community Supervision and Corrections programs.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Ability to make rational, justifiable decisions

Ability to take direction and critique from supervisory personnel

Ability to follow the philosophy, policies, procedures and directives of the Concho Valley Community Supervision and Corrections Department

ADDITIONAL REQUIREMENTS:

Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following date of employment)

Must have an acceptable driving record

Must have a telephone number at which they can be reached

Must have access to an automobile in good repair that can be used while on duty

Must have the appropriate automobile insurance