

**51<sup>st</sup>, 119<sup>th</sup>, 340<sup>th</sup> and 391<sup>st</sup> JUDICIAL DISTRICT  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT\**

**OPENING DATE:** October 16, 2009 / **CLOSING DATE:** Open Until Filled

**POSITION:** Community Supervision Officer

**IMMEDIATE SUPERVISOR:** Unit Supervisor

**SALARY:** \$28,776 annually (commensurate with experience)

**DEPARTMENT/LOCATION:** CVCSCD/Bell Street

**POSITION OVERVIEW:**

The Community Supervision Officer (CSO) works under the guidance of a unit supervisor. Under the direction of the supervisor, the officer will manage a caseload of offenders who are placed on Community Supervision or Pre-Trial Supervision by the district and county courts (county courts-at-law) in the seven county region encompassed by this department. To enhance public safety, the CSO will present and enforce the conditions of supervision issued to the offenders by the Court; address the needs of the offenders through the utilization of community resources; and make opportunities available to offenders to improve their ability to maintain a crime free, productive life style.

**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 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, Personnel Administrator or Cam Martin, Personnel Administrative Assistant

[www.conchovalleycscd.org](http://www.conchovalleycscd.org)

318 N. Bell Street  
San Angelo, TX 76903  
325/658-6346 (fax)

*The Concho Valley Community Supervision & Corrections Department is an Equal Opportunity Employer*

**CONCHO VALLEY  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

**COMMUNITY SUPERVISION OFFICER**

**JOB SCOPE:**

Maintains a caseload of 90-140 offenders based on Risk/Needs Assessment and type of caseload.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Interviews, screens and assesses offenders as required to determine an appropriate level of supervision, and to develop appropriate strategies for supervision.
2. Develops supervision plans for offenders, and makes appropriate referrals to address the risks and needs of the offenders.
3. Makes appropriate chronological entries and completes written reports, including pre/post sentence investigation reports, violation reports, amendments, and evaluations for early release in a timely manner using good written communication skills.
4. Maintains case files and documentation on all contacts with probationers and others.
5. Enforces all conditions of supervision placed on offenders by the courts, and uses appropriate intermediate sanctions to assist defendants, to gain compliance, and to change behavior.
6. Collects specimens from offenders as ordered by the court for urinalysis or breathalyzer screening to detect the use of alcohol or other drugs.
7. Ensures offenders pay restitution and other court-ordered obligations, and addresses delinquencies in appropriate ways.
8. Conducts visits at homes, workplaces, or places where offenders are referred to address their needs or risks for the purpose of evaluation and supervision.
9. Provides expert testimony and recommendations at court hearings.
10. Conducts self in a professional manner with colleagues in the criminal justice system, with offenders, with victims, and with the public.
11. Complies with the TDCJ-CJAD Code of Ethics.

**MINIMUM QUALIFICATIONS:**

Possess a Bachelors Degree conferred by a college or university accredited by an accrediting organization recognized by the coordinating board, Texas College and University System.

Unless the bachelor's degree is in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology, it is preferred that the person have:

- a. one year of graduate study in one of those fields; or
- b. one year of experience in full-time casework, counseling, or community or group work; or
- c. other documented education or experience which demonstrates that the officer is the most qualified applicant at the time of hiring.

Preferred one year of experience in full-time casework, counseling, community corrections or an agency that deals with offenders or disadvantaged persons and that is determined to provide the kind of experience needed to meet this requirement.

Cannot be currently on community supervision or parole or serving a sentence for a criminal offense. Persons with past convictions or criminal justice supervision will be evaluated on a case-by-case basis in accordance with standards established by the Community Justice Assistance Division of the Texas Department of Criminal Justice.

Have the ability to utilize a personal computer.

Be able to work independently and efficiently.

Possess skills to communicate effectively both orally and in writing.

Ability to be on call twenty-four hours a day, seven days a week.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles and techniques of correctional and social work

Knowledge of the Texas Penal Code and Code of Criminal Procedure

Working knowledge of federal, state and local laws, rules, regulations, departmental policy and procedures, as well as techniques involved in the preparation and care of case records and related documents

An understanding of human behavioral patterns; and the ability to apply good judgment to problems of individuals

Ability to establish and maintain satisfactory and professional relationships with fellow employees, supervisory and administrative personnel, the general public, and other agencies and departments with whom we work

Ability to project and maintain an image consistent with the aims, goals and philosophy of the Concho Valley Community Supervision and Corrections Department

Ability to effectively and consistently communicate the mission and philosophy of the department

Ability to assess the needs of individual offenders, and refer them to and involve them in the appropriate agency or service

Ability to make rational, justifiable decisions

Ability to take direction and critique from supervisory and administrative 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 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