



JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

P.O. BOX 6910
Huntsville, Texas 77342
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Kristin Hunter
Director

Position Opening

**Judicial District Community Supervision and Corrections Department serving
Walker, Grimes, Madison and Leon Counties**

JOB TITLE: Community Supervision Officer

LOCATION: **Madisonville, Texas**

JOB SUMMARY: Performs community supervision case management. Work involves providing supervision to offenders, conducting investigations and obtaining information for and preparing probation administration documentation. Conducts presentence investigations and prepares reports for the District and County Courts. Supervises individuals on pre-trial diversion, bond, and community supervision, in compliance with the policies and standards established by the Director and the Texas Department of Criminal Justice - CJAD. Prepares investigations, evaluations and recommendations to the Court concerning alleged community supervision violations. Refers probationers requiring special services to appropriate agencies and monitors their progress. Responsible for the maintenance of case records in electronic and hard copy files. Appears in Court to provide testimony regarding probationer status and probation related information. Works under close supervision of their unit supervisor with some latitude for the use of initiative and independent judgment.

QUALIFICATIONS: Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization by the Texas Higher Education Coordinating Board. A degree with a major in criminal justice, criminology, corrections, counseling, human services development, law, pre-law, law enforcement, police science, public administration, rehabilitative studies, social work, psychology or sociology is preferred. If the bachelor's degree is not in one of these fields, applicants with a minimum of one year of graduate study in one of these fields or a minimum of one year of experience in full-time casework, counseling, community or group work are preferred.

Case work or case processing experience in the criminal justice or social services field preferred.

Computer operations experience preferred. Proficient in the utilization of Microsoft Office Suite.

Cannot be employed as a peace officer while employed as a CSO.

Must possess a valid Texas driver's license. Must maintain a valid Texas license for continued employment in this position.

Must own their vehicle, have proof of current liability insurance and maintain liability insurance.

Must obtain and maintain certifications, training and any other requirements of the Texas Department of Criminal Justice – CJAD Standards.

Must have or be able to obtain a certificate of Criminal Justice Practitioner Training Course completion for the Texas Law Enforcement Telecommunications System (TLETS) from the Texas Department of Public Safety within one year of employment.

Must meet and maintain TLETS access eligibility for continued employment in position. For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

Must pass a criminal history check and drug test.

Must have and maintain a telephone number at which she/he can be reached.

SALARY: Commensurate with experience.

CLOSING DATE: When filled.

Persons interested in applying for this position must submit an employment application, which can be obtained in person at the Walker County CSCD office, located at 705 FM 2821 West, Huntsville, Texas, or on the Walker County website at www.co.walker.tx.us. Also submit a resume, most recent college transcript, and a sample of technical writing skills, such as a cover letter, to:

Kristin Hunter, Director
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P.O. Box 6910
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EQUAL OPPORTUNITY EMPLOYER

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