



**WILLIAMSON COUNTY  
COMMUNITY SUPERVISION and  
CORRECTIONS DEPARTMENT  
(ADULT PROBATION)**

301 S.E. Inner Loop Road  
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Georgetown, TX 78627-0251  
Phone: (512) 943-3500  
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www.adultprobation.net

**JAMESON PENNINGTON  
CSCD DIRECTOR**

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**Williamson County CSCD Job Posting**

**Job Title: Community Supervision Officer**

**FLSA: Non-exempt**

**MINIMUM QUALIFICATIONS:** A bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and not be currently employed as a peace officer or work as a reserve or volunteer peace officer; and not be currently on community supervision, parole, or serving a sentence for a criminal offense.

Applicants must pass a criminal history background check and drug test. Previous specialty Court or Court experience and the ability to speak Spanish fluently is preferred.

**DUTIES:** A Community Supervision Officer (CSO) monitors Court ordered conditions of supervision through the direct supervision casework of defendants. A CSO may supervise a caseload of offenders placed under community supervision for felony and misdemeanor offenses. The Certified Community Supervision Officer (CSO) is responsible for the direct supervision of a caseload of Defendants in a manner consistent with departmental policies and operations, TDCJ-CJAD standards, and Texas state laws. A CSO serves to protect the community and give Defendants an opportunity to change their behavior by monitoring the conditions of supervision in a fair and equitable manner by making referrals to evidenced-based programming, monitoring potential conflicts with or risks to society, and providing services in an atmosphere to facilitate positive changes while working collaboratively with other agencies – all to assist a Defendant in achieving a successful completion of their term of supervision. In circumstances of non-compliance, a CSO will respond in a timely manner. CSOs perform all other duties as assigned.

**PHYSICAL DEMANDS REQUIREMENTS:** Physical requirements include the ability to lift and carry to 5 -10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, squatting, and client contact when necessary to fulfil essential functions of the position. This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties, requirements, or responsibilities.

**SALARY:** \$41,000.00 (to be paid out as a condition of ongoing employment, bi-weekly per CSCD payroll operations) plus full benefits including vacation, sick leave, insurance, retirement.

**CLOSING DATE:** until filled

***Please submit resume and application to:***

Kathy Blankenship  
Kathy.blankenship@wilco.org  
512-943-3517

\*Please do not include any photographs with your resume or application. Applications including pictures will be discarded and not considered to be valid applications for employment.

**We are an Equal Opportunity Employer - This is an AT WILL Position of employment**