

Community Supervision Officer

Community Supervision and Corrections Department

Essential Duties:

- Adhere to departmental policy and procedure manual
- Supervise offenders utilizing evidence based practices
- Monitor offenders' compliance of their conditions of probation
- Maintain case records
- Document events accurately and timely in chronological entries
- Administer offender urinalysis drug testing
- Review and interpret DPS criminal histories (CCH)
- Utilize community resources
- Consult with outside agencies related to offender supervision
- Prepare Presentence Investigation Reports for the Courts
- Prepare violation reports
- Testify in court
- Additional duties as determined by specific assignment or as designated by the Director

Physical Demands:

- Position involves prolonged writing, typing, sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping and some lifting in the performance of daily activities.

Environmental Factors:

- Contact with persons convicted of misdemeanor and felony crimes
- Travel to conduct home visits on offenders
- Urinalysis testing
- Tobacco-Free Workplace policy prohibits smoking or use of any tobacco products on Williamson County premises.

Minimum Requirements:

- As required by law and TDCJ-CJAD standards
- Must have 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
- Cannot be employed as a peace officer or work as a reserve or volunteer peace officer; and
- Cannot currently be on community supervision, parole, or serving a sentence for a criminal offense.

Fair Labor Standards ACT (FLSA) Status:

- Hourly

Starting Salary: \$36,000-\$39,000 starting salary, plus benefits to include TCDRS retirement, ERS medical insurance. Optional: dental and vision insurance, long and short term disability insurance, life insurance.

Supplemental Information:

Positions are open until filled, subject to close at any time after five business days. Not all applicants will be interviewed.