

JEFFERSON COUNTY EMPLOYMENT OPPORTUNITY

Job Title: Community Supervision Officer (Female)
Department: Community Supervision & Corrections Department
Unit: Women's Center
Reports To: Director of Jefferson County Women's Center
Starting Salary: \$41,167.99 annually (\$19.7923 per hour)
Application Deadline: Open until filled

Summary

Assists the Women's Center Director with the operations of the program while monitoring & supervising adult criminal offenders placed on community supervision and housed in a residential setting

DUTIES & RESPONSIBILITIES

- Interviews new probationers to assess risks and needs, aid in rehabilitation and deter criminal behavior.
- Provide the Women's Center Director with daily updates regarding significant activities.
- Compiles data and statistics; prepares reports, case records and other various documents.
- Develops supervision plan for each probationer in accordance with assessed risk and needs.
- Makes referrals to treatment centers and other resource agencies, as necessary; assists with securing employment, if necessary.
- Supervises and monitors each assigned offender to ensure compliance with rules of probation; conducts office and field contacts according to supervision level; makes telephone contacts as required.
- Maintains current files on all offenders assigned to caseload; documents all relevant case data in chronologicals in a timely manner.
- Obtains urine samples for drug/alcohol screenings
- Provides counseling for offenders and relatives as needed; assists with group counseling sessions.
- Keeps Courts and District Attorney's Office informed of violations of conditions of probation within the time frame set by Unit and/or Department.
- Testifies in court when required.
- Obtains offense and arrest reports from law enforcement agencies.
- Prepares violation reports; schedules and participates in Administrative Hearings as needed.
- Prepares records for closures.
- Attends and participates in staff meetings; attends training sessions, educational seminars and workshops; fulfills continuing education requirements as set out by Standards for Community Supervision Officers.
- Work requires regular and predictable attendance.
- Assists with the process of coordinating and maintaining a waiting list of prospective residents, while contacting referring agencies to schedule entry of new residents.
- Participates in the review of disciplinary reports and determines sanctions as needed.
- Participates in the review and investigation of grievances and assists with the preparation of responses.
- Facilitates groups as needed and participates in Booster Sessions and resident staffings.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. The aforementioned is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED

Personal computer/mainframe terminal, fax machine, typewriter, copy machine, calculator and other general office equipment; Vehicle, telephone, alco-scan machine, metal detector and drug testing equipment

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in criminal justice, behavioral sciences, sociology or related field; three to five years of experience as a Community Supervision Officer preferred.

Specialized Requirements: P.O. certification and residential P.O. certification within first year employment. Must have a valid Texas Driver's License; Strong verbal and written communication skills; computer skills, knowledge of basic accounting procedures; working knowledge of building management and security; Excellent interpersonal skills in order to deal effectively with all levels of employees, vendors, law enforcement agencies, county offices, court personnel, other government agencies, community service agencies, health care personnel, offenders and their families and the general public; Strong management skills and leadership ability as well as problem solving skills.

Work Situations/Demands/Effort

Work requires organizing, prioritizing, accuracy, attention to detail, working alone and as part of a group and dealing with the public. Flexibility required in order to perform and coordinate a variety of duties, as well as performing routine, repetitive duties, dealing with frequent deadlines, working in a stressful environment, dealing with criminal offenders, dealing with natural disasters and other emergency situations, subject to on-call rotation and occasional out-of-town travel. Employee interprets and applies policies and administrative guidelines. Duties require frequent walking, reaching, carrying, climbing, lifting and supervision of staff and residents. Attends appropriate training/educational seminars and makes presentations to other agencies when needed.

Working Conditions

Work is performed primarily in a climate controlled private office which is readily accessible to other employees. Work is performed in all areas of the Women's Center. Must be available to work 8:00 am – 5:00 pm, Monday through Friday with some irregular hours and overtime, and is subject to being on call 24 hours a day. Heavy office traffic and/or high noise level may cause distraction and/or interrupt duties. Duties require frequent walking sitting, reaching, and carrying objects weighing up to 25 lbs.

**Apply at: Human Resources Department
Jefferson County Courthouse Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391**

**E-mail resume to: hrdept@co.jefferson.tx.us
Please use Microsoft Word when submitting resumes.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Beaumont, Texas 77701.