

Jefferson County Employment Opportunity

Job Title: Community Service Coordinator
Department: Community Supervision & Corrections
Reports To: Unit Supervisor
Salary: \$13.6493 per hour (\$28,390.44 annual) or greater depending on experience
Deadline: **Open Until Filled**

Summary: Coordinates, assigns and logs Community Service Restitution hours for probationers; Develops/maintains contracts and relationships with partnered community agencies. Oversees general facility and grounds maintenance.

DUTIES & RESPONSIBILITIES:

- Coordinates, interviews, supervises and assigns Community Service Restitution hours for probationers in Jefferson County; ensures probationers are placed at an appropriate agency or supervises work crews.
- Maintains a log of Community Service Restitution hours assigned; sends violation letters.
- Develops ideas for community service and coordinates with area agencies; follows up on success of programs; confers with agencies about needs to be addressed, etc.
- Makes field visits to community service agencies.
- Maintains CSR data on all probationers and monitors compliance with CSR hours.
- Communicates with Probation Officers regarding progress of clients in complying with CSR hours assigned.
- Prepares community service reports as needed.
- Oversees and provides for general maintenance of department facilities and grounds.
- 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. This 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:

Vehicle, personal computer/mainframe computer terminal, copy machine and other general office equipment as needed. In addition to; lawn mowers, trimmers, light maintenance tools/items as required.

JOB REQUIREMENTS:

Education & Experience – Must have at minimum High Diploma or equivalent. General knowledge in the construction and/or maintenance field preferred.

Specialized Requirements – Must maintain a valid Texas Driver’s License.

Skills & Abilities - Strong verbal and written communication skills; typing skills; computer skills; excellent interpersonal skills in order to interact and cooperate with co-workers, deal effectively with probationers, court personnel, other resource agencies, and the general public; leadership ability; problem solving skills. Knowledge of standard practices, methods, equipment, and materials used in the maintenance of facility and grounds; knowledge of safety procedures for the use of light equipment.

WORK SITUATIONS/ DEMANDS/ EFFORT:

- Work requires regular and predictable attendance; availability for work from 8:00 A.M. to 5:00 P.M. , Monday through Friday, and for extra hours as needed; organizing; prioritizing; accuracy and attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; dealing with frequent deadlines; working in a stressful environment; dealing with criminal offenders; dealing with hazards of performing field work in high-crime areas; occasional irregular hours; driving a vehicle.
- Employee works independently and in groups; solves problems; may interpret and apply policies and guidelines.
- Office duties are primarily sedentary but require some light work, including frequent walking, reaching, and pulling to deliver/retrieve files and paperwork, make copies, etc. Field visits require driving a vehicle and walking, often in high crime areas and potential exposure to criminal activities; appropriate precautions must be observed.

WORKING CONDITIONS:

Office work is performed in a climate controlled setting. While performing field work and overseeing certain Community Service Restitution projects, employee(s) may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas, driving in traffic.

PHYSICAL REQUIREMENTS:

Work is primarily sedentary; duties require reaching, lifting and carrying objects weighing about 25lbs.; prolonged sitting to work at computer, walking; duties may require occasional to frequent loading, lifting, and carrying objects weighing about 25 lbs.

Apply at: Human Resources Department
Jefferson County Courthouse, 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. Suite 201, Beaumont, Texas 77701.