

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Community Supervision Officer (Misdemeanor Caseload)
<b>Department:</b>	Community Supervision & Corrections (Beaumont Office)
<b>Reports To:</b>	Unit Supervisor
<b>Salary:</b>	\$21.6276 per hour (\$44,985.36 annual), plus benefits package including medical insurance through the Employees Retirement System and retirement savings through the Texas County and District Retirement System
<b>Application Deadline:</b>	Friday, September 17, 2021 @ 4:30 PM

**Note: Jefferson County Application Required**

<https://co.jefferson.tx.us/Careers>

**DUTIES & RESPONSIBILITIES:**

- Interviews new probationers to assess risks and needs, aid in rehabilitation and deter criminal behavior.
- 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 chronos in a timely manner.
- Obtains urine samples for drug/alcohol screenings.
- Provides counseling for offenders and relatives as needed; assists with group counseling sessions.
- Compiles data and statistics; prepares reports, case records and other documents
- 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.
- Serves on staff committee to process early dismissal requests.
- 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.
- 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:**

- Vehicle
- Personal computer/mainframe computer terminal
- Copy machine
- Other general office equipment as needed

**JOB REQUIREMENTS:**

**Education & Experience** - Bachelor's Degree in behavioral sciences, sociology, criminal justice or related field approved by TDCJ-CJAD; if Bachelor's Degree is not in one of those fields, must have one year of graduate study in an approved field or one year of experience in full-time casework, counseling, community or group work approved by TDCJ-CJAD.

**Specialized Requirements** - Must complete course work and obtain through testing, Certification as a Community Supervision Officer by The Community Justice Assistance Division of the Texas Department of Criminal Justice; Must maintain a valid Texas Drivers 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 and their families, law enforcement agencies, District Attorney's Office, defense attorneys, court personnel, treatment centers and other resource agencies, and the general public; counseling skills; leadership ability; problem solving skills.

**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 or late night (5:00 P.M. – 7:00 P.M.) 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; obtaining urine samples; occasional irregular hours; driving a vehicle; occasional out-of-town travel to attend educational seminars and training sessions.
- 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:**

Work is performed primarily in a climate controlled private office environment. While performing field work, employee 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 up to 10 lbs.; prolonged sitting to work at computer, walking; duties may require occasional to frequent loading, lifting, and carrying of file boxes weighing over 10 lbs.

**Apply at: Human Resources Department  
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701  
Phone: (409) 839-2391  
Fax: (409) 839-2399  
E-mail APPLICATION/RESUME to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)  
Application may be found @ <https://co.jefferson.tx.us/Careers>  
Please use Microsoft Word or PDF when submitting applications.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation 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.