

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Community Supervision Officer – Specialized Caseload – Mentally Impaired
<b>Department:</b>	Community Supervision & Corrections
<b>Reports To:</b>	Unit Supervisor – Beaumont Office
<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 AND RESPONSIBILITIES**

**Essential Job Functions:** Interviews new probationers to assess risks and needs, aids in rehabilitation and deters criminal behavior; develops supervision plan for each probationer in accordance with case classification level; 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 scheduled office contacts; makes telephone and field contacts as required; maintains current files on all offenders assigned to caseload; documents all contacts relevant to probationers; records information in chronos; obtains urine samples for drug/alcohol screenings; provides counseling for clients and relatives as needed; assists with group counseling sessions; works directly with MHMR case management personnel in accordance with the MHMR Memorandum of Understanding; maintains caseload average of 50-60 cases; compiles data and statistics; prepares reports, case records and other documents; keeps courts and District Attorney's Office informed; testifies in court when required; obtains offense and arrest reports from law enforcement agencies; prepares violation reports; schedules and participates in Administrative Hearings; prepares cases for closure; serves on staff committee to handle early dismissals; attends and participates in staff meetings; attends training sessions, educational seminars and workshops; fulfills continuing education requirements. Regular and predictable attendance is an essential function of this position.

**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:** Vehicle, personal computer/mainframe computer terminal, copy machine and other general office equipment as needed.

**JOB REQUIREMENTS**

**Education & Experience:** Bachelor's Degree in behavioral sciences, sociology, criminal justice or related field approved by the 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 full-time casework, counseling, community or group work approved by the CJAD.

**Specialized Requirements:** Certification by CJAD of TDCJ or the ability to get it within one year of employment; Valid Texas Driver's License

**Knowledge, 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; effective counseling skills; leadership ability; problem solving skills. Preference will be given to individuals who have experience working with offenders or individuals with mental impairments.

**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 fieldwork, 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:** Office duties are primarily sedentary but require some light work, including frequent walking 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.

**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.