

PALO PINTO COUNTY CSO JOB DESCRIPTION POSTING

Job Title: Community Supervision Officer
Department: Palo Pinto County Community Supervision and Corrections Department
Reports to: CSCD Director
FLSA Status: Non-Exempt
Closing Date: August 23, 2019
Beginning Salary: \$ 35,000 - \$ 40,000 Annually

STATUTORY REQUIREMENTS: A bachelor's degree conferred by an institution of higher education by an accrediting organization recognized by the Texas Higher Education Coordinating Board in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, sociology, or if the bachelor's degree is in a field not listed above, the person must have: one year of graduate study in one of those fields or one year of experience in full time casework, counseling, or community or group work. The applicant cannot be employed as a peace officer, nor currently be on community supervision or parole or serving a sentence for a criminal offense

In addition to the above statutory requirements a person must be able to become certified by the Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) within the first year of employment as an officer.

DEPARTMENTAL REQUIREMENTS: Transportation available for field work; valid Texas Driver's License, proof of liability insurance; bondable; available to attend out of town training; criminal history check will be a part of final selection process. **Preference give to English/Spanish bilingual applicants.**

JOB TASKS: Exercise mature and independent judgement in response to the responsibility to the Courts of Palo Pinto County, the Department, and the probationer. Objectively supervise a diverse caseload of felony and misdemeanor offenders on community supervision and maintain accurate case records in accordance with departmental and CJAD standards. Case supervision must be conducted in a manner consistent with standards promulgated by the TDCJ-CJAD and as envisioned by the Director of the Palo Pinto County Community Supervision and Corrections Department. Other duties may be assigned as needed to carry out the operations of the Department and the Courts.

Benefits include paid State insurance.

We Are An Equal Opportunity Employer.

Submit an Application and Resume and College Transcript to:

Palo Pinto County CSCD

Attn: Director

P.O. Box 99

Palo Pinto, Texas 76484

Or email: info@palopintocscd.com

Or fax: 940-659-2310

Call (940)659-1280 for questions or information