

Palo Pinto CSCD Bond Officer
JOB DESCRIPTION

Job Title: Bond Supervision Officer
Department: Palo Pinto Community Supervision and Corrections
Department
Reports To: CSCD Director
FLSA: Non-Exempt
Closing Date: Until Filled
Start Date: As soon as possible
Salary: Negotiable

Duties and Responsibilities of the Bond Supervision Officer:

The Bond Supervision Officer is to provide each defendant placed on bond supervision with a copy of the Court order that sets forth all of the conditions with which the defendant is expected to comply. They are to review the conditions with the defendant to ensure that the defendant understands what is expected of them, as well as advising the defendant of the consequences of violating a condition of bond. The officer is to monitor compliance of the defendants under bond supervision and regularly document any interactions with the defendant, as well as any significant events involving the defendant in the CSCD's electronic information management system.

Minimum of a High School Diploma or equivalent is required. A bachelor's degree in a related criminal justice field is preferred. Salary will be negotiable upon experience with paid benefits. Applications will be accepted until filled. Qualified applicants will submit application, resume, high school diploma/GED and a copy of college transcript (if obtained) to the following:

Director, Palo Pinto CSCD –
P.O. Box 99, Palo Pinto, TX 76484 (mail)
503 Oak Street, Palo Pinto, TX 76484 (in-person)

Email: info@palopintocscd.com

Fax – 940-659-2310

Applications may be picked up at the Palo Pinto CSCD
503 Oak St. Palo Pinto Tx, 76484.