



258th & 411th JUDICIAL DISTRICT COMMUNITY SUPERVISION
& CORRECTIONS DEPARTMENT - ADULT PROBATION

Serving Polk, San Jacinto & Trinity Counties
1102 Martin Luther King Dr.
Livingston, TX 77351
(936) 327-6872
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Teresa Milner
Director

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY SUPERVISION OFFICER (ADULT PROBATION OFFICER)

LOCATION: POLK, SAN JACINTO, TRINITY COUNTIES

JOB DESCRIPTION: The person selected for this position will supervise a caseload of criminal offenders placed under community supervision; enforce any orders of the court, monitor probationer's compliance with the conditions of supervision, report violations to the courts, conduct routine office visits and field contacts on offenders to ensure community safety; perform alcohol and drug testing of probationers; prepare pre/post sentence reports; conduct assessments and create individualized case plans; maintain casefile and chronological documentation; be present in court as needed to fulfill court officer duties and testify in court; maintain a professional appearance; maintain a professional rapport with all individuals and agencies; follow all personnel and departmental policies; assist department staff with any needs of the CSCD and perform any other duties as assigned by the Director.

QUALIFICATIONS: Applicants must possess at a minimum a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Bachelor's degrees in Criminal Justice, Psychology, Sociology are preferred. Must become certified to complete the Texas Risk Assessment Survey (TRAS) and complete the Community Supervision Officer (CSO) Certification Training and pass the CSO Certification Exam within one year of date of employment. Furthermore, applicants cannot be employed or volunteer as a peace officer; nor can an applicant currently be on probation, parole, or serving a sentence for any criminal offense.

REQUIREMENTS:

- Must be able to communicate effectively, both orally and in writing
- Must have the ability to read and understand complex legal documents, both paper and electronic
- Must have the ability to work with dual diagnosis offenders
- Must be proficient in computer skills that include MS Word, Excel and must be able to navigate database software and have the ability to complete significant data entry.
- Possess valid driver's license, have adequate transportation and be insurable.
- Be able to engage in work-related travel
- Must pass a background review, including but not limited to criminal history check and drug test
- Must obtain and maintain certifications, complete trainings and any other requirements of the Texas Department of Criminal Justice – CJAD Standard; and have the ability to be trained in and conduct defensive and safety procedures
- Be eligible to supervise offenders in accordance with Texas Criminal Justice Information Services (CJIS) Access Policy
- Must have the ability to manage stress in meeting deadlines and changes
- Must have and maintain a telephone number at which she/he can be reached

SALARY: \$45,000 or commensurate with experience; with \$3000 salary increase as of 9/1/24

BENEFITS: Employer paid health insurance, paid sick leave, vacation & holidays; TCDRS retirement plan

HOW TO APPLY: Send professional cover letter and resume to Human Resources @ human.resources@co.polk.tx.us

CLOSING DATE: Position will remain open until filled.

Job Posting Date: April 18, 2024

EQUAL OPPORTUNITY EMPLOYER