

Position Available: Assistant Community Supervision Officer/Admin. Asst.			
258th & 411th Judicial District Adult Probation Department			Polk County Office
Salary:	\$38,000 Annually	Closing Date:	Until Filled

ESSENTIAL DUTIES:

- Document Caseload information accurately in and a timely manner
- Supervise bond cases.
- Supervise and oversee an indirect caseload
- Process legal paperwork
- Assist with court duties
- Answering a multi-line telephone system.
- Greeting visitors to the Department and notifying staff of clients that arrive for appointments.
- Entering basic information regarding courtesy supervisions and bonds and processing other data entries.
- Compiling case files.
- Receiving and receipting payments from clients.
- Filing and organizing closed case files
- Handling transfer cases as assigned; correspond with supervising county.
- Staff cases with court officer
- Conduct tests to detect the use of illegal substances
- Any other duties assigned by the Director.

QUALIFICATIONS/SPECIAL KNOWLEDGE & SKILLS:

- High school graduate or equivalent; valid Texas Drivers License and proof of insurance; subject to criminal background check and drug testing.
- Prefer experience in related or similar capacity or in the criminal justice field
- Ability to multitask and prioritize job duties
- Ability to deal with staff, other departments, and the public in an effective, courteous, professional, and positive manner, on the phone and in person.
- Knowledge of modern office procedures and equipment, including Microsoft 365, Microsoft Word and Excel.
- Ability to type and enter data with appropriate speed and efficiency
- Ability to maintain confidentiality with respect to sensitive and confidential information.
- Must have outstanding organizational skills and be able to perform duties with minimal supervision.

Resumes may be submitted by:

Email: Teresa.milner@cscd.us

Mail: Polk County CSCD, 1102 Martin Luther King Dr., Livingston, Texas 77351

Fax: 936-327-6897