

## **EMPLOYMENT NOTICE**

**JOB TITLE:** COMMUNITY SUPERVISION OFFICER (Adult Probation Officer)  
**DEPARTMENT:** BURNET COUNTY ADULT PROBATION  
**LOCATION:** BURNET COUNTY/LLANO-SAN SABA OFFICE  
**SALARY:** TBD

### **GENERAL STATEMENT OF DUTIES:**

Manages a caseload; accountable to the administration and responsible for the supervision of probationers assigned to them. Manage a Pre-Trial caseload, accountable and responsible for supervision of the Pre-Trial clients assigned to them.

Manages case files in accordance with the departmental policy and procedures and CJAD standards.

Monitors probationer's compliance with the Court's conditions of supervision.

Performs orientation/intake and assessment process.

Obtain urine samples and various other testing for drug screening in accordance with departmental policies.

Maintains a complete knowledge of referral resources (in-house, community, area, and state) and knowledgeable of effective referral process to enhance supervision facilitation.

Completes all required departmental reports on time, including, but not limited to, monthly reports, etc.

Completes a monthly physical count of cases to ensure an accurate caseload statistics report.

Documents all contacts with probationers or regarding probations.

Communicated with other criminal justice agencies as needed.

Attends training as needed and/or required to increase knowledge and improve skills that will enhance job performance.

Performs all other job-related duties as assigned.

### **REQUIREMENTS:**

Must have acquired a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

Preferred but not required that the bachelor's degree be in criminology, corrections, counseling, law, social work, or a related field or have at least one (1) year experience in full-time casework, community or group work.

Community Supervision Officers are required to complete the amount of annual training required by the Community Justice Assistance Division. Must attend and successfully complete Officer Certification within twelve months of his/her employment. Must obtain and successfully maintain Texas Risk Assessment System "(TRAS) Certification.

Applicants must have the knowledge, skill and experience for time management techniques, motivational skill and the ability to work with administrative staff, elected appointed officials and the general public.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

**APPLICATIONS:**

Each applicant is required to submit a resume for employment with pertinent information regarding training and experience. Resumes can be emailed to [mjoy@burnetcountytexas.org](mailto:mjoy@burnetcountytexas.org)