



155th/506th JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
Serving Austin, Fayette and Waller Counties
925 5th Street
Hempstead, Texas 77445
(979) 826-8051 Fax (979) 826-7625

Jo Ann Fishbeck
Director

POSITION ANNOUNCEMENT-155TH/506TH CSCD COMMUNITY SUPERVISION OFFICER

JOB TITLE: Community Supervision Officer
DEPARTMENT: 155th/506th Judicial District Community Supervision and Corrections Department
LOCATION: Fayette County Office, La Grange, TX
FSLA STATUS: Non-Exempt
PREPARED DATE: December 1, 2023
CLOSING DATE: Open until filled
SALARY: \$45,000.00

GENERAL INFORMATION: The 155th/506th Judicial District CSCD is a special purpose district serving the Board of Judges comprised of the Judges of two District Courts, two County Courts at Law and one County Court having jurisdiction in Austin, Fayette, and Waller Counties. Applicants must meet the minimum qualifications for an adult probation officer as stated in Texas Government Code Chapter 76. Applicants will be required to travel throughout the district as needed. Applicants will also be required to represent the district at state-wide meetings and conferences that will require overnight stays away from home for up to three or four consecutive nights.

- Must possess a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- Have a current Texas driver's license or be eligible to obtain a Texas driver's license and obtain one within thirty days of hire.
- Cannot be employed as a peace officer or work as a reserve or volunteer peace officer.
- Cannot currently be on community supervision, parole or serving a sentence for a criminal offense and have disqualifying criminal history.

IDEAL EXPERIENCE, SKILLS, AND ABILITIES:

- Knowledge of principles, techniques, procedures, and trends in probation casework.
- Knowledge of management, accounting, organization and administrative methods and procedures.
- Computer skills with working knowledge of spreadsheets, word processing, databases, and familiarity with programming.
- Knowledge of federal and state laws and rules, regulations, procedures, and techniques involved in the preparation and disclosure of case records and related documents.
- Good communication skills-both written and verbal.
- Ability to maintain professional working relationships with other county officials, state, municipal and civic organizations, and agencies.
- Ability to complete assigned projects in a timely manner and to prioritize one's own work.
- Ability to communicate in Spanish is desirable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are intended as illustrations of the various type of work that may be performed and are not necessarily all-inclusive. The Community Supervision Officer shall:

- Conduct work in accordance with Department Policy and Procedures.
- Supervise offenders placed on community supervision by the Courts.
- Monitor and enforce the orders of Court, and offenders' compliance with those orders.
- Conduct assessments with offenders in determining their risk and needs.
- Maintain accurate records of offenders' activities.
- Collaborate with other professionals and agencies.
- Provide referrals to appropriate services for offenders.
- Enter casework information into various computer systems.
- Maintain a high level of professionalism.

Applicants should submit their resume by email to:

Jo Ann Fishbeck, Director
155th/506th CSCD
925 5th St.
Hempstead, TX 77445
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