Elvia Rodriguez - Director

POSITION OPENING: COMMUNITY SUPERVISION OFFICER

SALARY: $40,000.00 to $52,000.00 based on experience and education. Benefits included from ERS

MINIMUM QUALIFICATIONS:

1) A bachelors' degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
2) Cannot be employed as a peace officer, or work as a reserve or volunteer peace officer.
3) Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.
4) Must possess a valid Driver License.
5) Must pass a background investigation.

JOB DESCRIPTION:

1) Supervise Misdemeanor and Felony cases;
2) Refer probationers to appropriate placement; transport probationers to facilities when needed.
3) Ensure court ordered conditions of probation are followed;
4) Conduct home visits;
5) Prepare and submit Motions/ Reports as needed to District/County Attorneys
6) Complete Pre-sentence Investigation Reports;
7) Monitor specific needs of all indirect/direct cases;
8) Testify in court proceedings/hearings;
9) Maintain a professional rapport with all individuals and agencies;
10) Assist other department staff if requested;
11) Maintain current educational and training requirements;
12) Maintain communication within the Department and within the respective counties;
13) Maintain a professional appearance;
14) Adhere to all personnel and departmental policies;
15) Perform any additional duties assigned by the Director.

CONTACT INFORMATION: Cover letter, resume, college transcripts, and references may be e-mailed to the address listed below.

Elvia Rodriguez
Director
Winkler Co. CSCD
erodriguez@co.winkler.tx.us

Closing Date: When Filled

******** Phone calls will not be accepted. ********