



Job Title:	Community Supervision Officer		
Department/Group:	Adult Probation	Immediate Supervisor	Luke Luttrell, Chief
Salary:	\$32,000-\$37,000	Position Type:	Full Time
Payroll Contact:	Kaleb Jackson, Office Coordinator	Date posted:	September 3, 2021
		Posting Expires:	October 15, 2021

Lamar County is an Equal Opportunity Employer
Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor's Office at 903-737-2486 to request assistance.
Pre-employment background screen will be conducted.

Applications can be picked up at the Lamar County Adult Probation Office or Auditor's Office or on the website.

RETURN APPLICATION IN PERSON TO:
 Lamar County Adult Probation Office
 4355 Bonham ST.
 Paris, TX 75460

Job Description

PRINCIPAL DUTIES AND RESPONSIBILITIES.

1. Conducts in-office visits with offender as indicated by level of supervision, with follow up as required.
2. Administers the Texas Risk Assessment System (TRAS) and completes a case plan when required on all offenders under direct supervision.
3. Enforces court order, monitors compliance, counsel offenders on areas of need, i.e., family, marital, financial, substance abuse, etc., and refers to community resources and other appropriate agencies as needed.
4. Conducts field visits with offenders outside the office as required by policy manual.
5. Collects court-ordered financial obligations, i.e., fine, court costs, supervision fee, restitution fee, county reimbursement, etc.
6. Attempts to locate those offenders by mail, phone or field visit who have failed to report, pay, or comply with the court order.
7. Make chronological recording and scan all documentation into CSS including all contacts with offender and all relevant information pertaining to the supervision of the case.
8. Notifies the District Attorney through a motion to revoke/adjudicate those offenders who have been charged with a new offense, have committed technical violations, or have absconded supervision. Informs District Attorney of sentencing recommendations and is available to testify in court proceedings.
9. Completes all required departmental reports on time.
10. Attends training as needed or required to increase knowledge and to improve skills that will enhance job performance.
11. Shall conduct an Orientation and Safety meeting with offender during initial office visit and explains the proper procedures to complete CSR hours safely.
12. Complies with the Code of Ethics.
13. Must be a resident of Lamar County.



14. Must assist with receptionist duties for the office as needed to include the following: Notify supervision officer of offender reporting, answering/transferring phone calls, answering general questions from the public, inputs new cases, scans documents into case management software, posts financial payments, generates daily financial reports, balances money at end of the day and is financially responsible for any discrepancies.
15. Performs all other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. **Bachelor's Degree required in related field of Behavioral Sciences preferred.**
2. Must have general computer skills and word processing skills.
3. Ability to deal efficiently with the public.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability require to do the job. Rather, they are intended to describe the general nature of the job.

Department employees or family members will not have, either directly or indirectly, any financial or other personal interest in a Lamar County contract or subcontract of any kind.

--	--	--	--