



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ADULT PROBATION OFFICER
ECTOR COUNTY ADULT PROBATION DEPARTMENT**

The Ector County Adult Probation Department is in need of an Adult Probation Officer. The Adult Probation Officer will be under the supervision of the Chief Adult Probation Officer.

PRIMARY DUTIES: The Adult Probation Officer will supervise, rehabilitate and enforce the rules of probation that have been ordered by the County or District Judges of Ector County, be responsible to the Courts to appear/testify at initial hearings and revocation hearing, rule enforcement through counselling/tracking, investigation of violation reports and filing of Motions to Revoke, and initial PSIR preparation requiring interview with defendant and offense victim, require high degree of proficient in diplomacy, counselling, reading and composition, as well as knowledge of the Texas Code of Criminal Procedure, record-keeping on probationers including daily entries of events in file, data entry and continued tracking of any Court-ordered treatment/program requirements.

MINIMUM QUALIFICATIONS: High School or GED certification, Bachelor's Degree required in Behavioral Science unless the applicant has a degree in any field and a minimum of one (1) year counseling experience as a Community Supervision Officer, must have a valid Texas Driver's License with an insurable driving record.

SALARY: \$28.85 p/h with benefits; workdays & hours: Monday-Friday 8:00 am- 5:00 pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.