



COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

**HUTCHINSON COUNTY
HEADQUARTERS OFFICE**
1400 Veta, Room 112
Borger, Texas 79007-2500
(806) 273-0108
FAX (806) 273-0111

**HANSFORD COUNTY
COURTHOUSE**
Spearman, Texas 79081
(806) 659-4155
FAX (806) 659-4156

OCHILTREE COUNTY
3rd Floor - Courthouse
511 S. Main
Perryton, Texas 79070-3154
(806) 435-8048
FAX (806) 435-3756

POSITION OPENING: COMMUNITY SUPERVISION OFFICER

LOCATION: Ochiltree County CSCD

SALARY: \$33,000 plus benefits

EDUCATION REQUIREMENTS:

- Applicants 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;
- Must complete and pass the Community Supervision Officer Certification course work through CJAD within one year of date of employment.

ESSENTIAL JOB FUNCTIONS:

- Supervise and meet with probationers;
- refer probationers to appropriate community based referral agencies;
- insure court ordered conditions of probation are followed;
- conduct home/field visits of probationers;
- submit violation reports on all violations to District Attorney or County Attorney;
- complete pre-sentence reports if requested;
- case classification;
- chronological reports;
- drug screening;
- court testifying;
- maintain a professional rapport with all individuals and agencies;
- assist other department staff if requested;
- maintain current educational and training requirements;
- maintain communication within the Department and within the respective county;
- maintain a professional appearance;
- follow all personnel and departmental policies;
- plus any additional duties assigned by the Director.

KNOWLEDGE, ABILITIES AND SKILLS:

Possess excellent written and verbal communication skills. Ability to follow written and verbal instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, the public, and CSCD Staff.

ADDITIONAL REQUIREMENTS:

Must reside within Hutchinson County. Must be insurable by the CSCD insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. Must be able to pass a criminal background check, drug screen, credit check, and psychological evaluation. Must be able to travel for required annual trainings.

ESSENTIAL PHYSICAL DEMANDS:

Reading and understanding complex documents, both paper and electronic. Ability to effectively communicate both internally and externally. Ability to lift boxes, supplies, case files. Bending, standing, sitting, walking, kneeling, speaking, hearing, significant data entry, driving, ability to manage stress in meeting deadlines and changes, and other physical efforts that may be required to carry out the job. Ability to be trained in and conduct defensive and safety procedures.

ENVIRONMENTAL FACTORS:

Works indoors and outdoors. Works with felony and misdemeanor defendants/offenders. Conducts field work in the community by making home and/or work visits to offenders, including high crime areas of the jurisdiction. Works in secure jail and prison settings. Works in criminal courts, comes in contact with courthouse personnel, law enforcement and community agencies.

EQUIPMENT:

Vehicle, telephone, copier, computer, printer, scanner, digital camera, cell phone, mobile radio, calculator, defensive spray (O.C. or other), and other job related equipment.

This job description is not intended to be all-inclusive, and employees will perform other reasonable, assigned and related business duties. The CSCD is an "at-will" employer. This job description does not constitute a written or implied contract of employment.

CONTACT INFORMATION:

Applications submitted without a resume, certified copy of college transcript, and signed pre-employment release will not be considered. Application packets can be obtained at:

84th/316th Judicial Districts CSCD, 1400 Veta, Room 112, Borger, TX, or the Ochiltree County Adult Probation office on the 3rd floor of the Courthouse, located at 511 S. Main, Perryton, Tx, or they may be downloaded from the Hutchinson County Website, <http://www.co.hutchinson.tx.us/> under the Employment Opportunities tab.

Completed packets may be submitted at Borger or Perryton office locations listed above,
Attention: Randi Ortega, Director, 806-273-0108, randi@ochiltree.net

CLOSING DATE: Until filled.