



MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
215 W. Industrial
P.O. Box 3038
Midland, Texas 79702
(432) 688-4100
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Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
COMMUNITY SUPERVISION OFFICER (CSO)

ANNOUNCEMENT NUMBER: 2022.06
POSITION TITLE: Community Supervision
Officer (CSO)
NUMBER OF VACANCIES: 1
OPENING DATE: May 2, 2021

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:** \$45,523.92/yr., plus medical and retirement benefits.
2. **POSITION SUMMARY:**
The Community Supervision Officer is responsible for the supervision of adult offenders sentenced to a term of Community Supervision, and responsible for the enforcement of the Conditions of Supervision imposed by the Court.
3. **QUALIFICATIONS:**
Education and Experience:
Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Preference given to applicants with a Bachelor's degree in criminology, corrections, law, social work, sociology, psychology, or a related field; or a Bachelor's degree in a field of study not mentioned above, and one year of graduate study in one of the above-stated areas or related field; or a Bachelor's degree in a field of study not mentioned above, and at least one year of full time experience in case work, counseling, or related field.
Knowledge, Abilities, and Skills:
Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, public, and co-workers. Ability to follow verbal and written instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, public, and co-workers.
Additional Requirements:
Must be insurable by agency insurance carrier. Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation. Cannot be employed as a peace officer or work as a reserve or volunteer peace officer. Must have favorable background check. Cannot currently be on community supervision, parole, or serving a sentence for a criminal offense. Works primarily indoors

supervising defendants/offenders. Also works in the field in high crime areas of the County. Contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. Work is often performed within secure jail and prison settings with criminal offenders.

4. **APPLICANT PROCEDURES:**

A. AGENCY EMPLOYED APPLICANTS:

Interested persons presently employed by the Midland Judicial District Community Supervision and Corrections Department must submit a letter to **Allen E. Bell, Director**, by the closing date/time. The letter must include a request to be considered for the position, including announcement number, and should outline the applicant's experience, past job performance, longevity with the Agency, education, and training. Also included must be a statement(s) relative to the applicant's potential to successfully perform the job duties.

B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:

Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete an application for employment. Applications can be found and completed online at:

midlandscsd.net

5. **OTHER INFORMATION:**

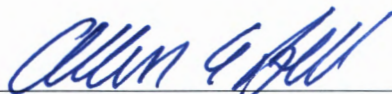
A complete job description for this position may be obtained online at:

midlandscsd.net

The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer, and prohibits employment discrimination practices which are based upon race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have been subjected to prohibited discriminatory practices should file a letter of complaint (specifying the nature of the discrimination) to the Agency Director, Midland Judicial District Community Supervision and Corrections Department, P.O. Box 3038, Midland, Texas 79702, not later than twenty-one (21) days following the date that an applicant is notified of an appointment decision.

ATTENTION ALL EMPLOYEES AND APPLICANTS: The Midland Judicial District Community Supervision and Corrections Department relies on grants and funds from the State of Texas for operational expenses on a fiscal year to year basis. The Agency is unable to guarantee continued employment to any employee. As such, employees serve "at will" and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the Agency. Job descriptions may be changed at anytime based upon needs of the Department.

APPROVED FOR POSTING:



Allen E. Bell, Agency Director



Date

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
JOB DESCRIPTION**

Job Title

Community Supervision Officer

Pay Grade

Level 13

Job Relationships

Supervised by unit supervisor

FLSA Status

Non-exempt

Job Purpose:

The Community Supervision Officer is responsible for the supervision of adult offenders sentenced to a term of Community Supervision, and responsible for the enforcement of the Conditions of Supervision imposed by the Court.

Essential Job Function:

The essential job function of the Community Supervision Officer is:

1. Perform all aspects of the Texas Risk Assessment System (TRAS) as mandated by the Midland CSCD and TDCJ-CJAD. This involves the completion of three complimentary but distinct job functions:
 - a. Conducting thorough and accurate assessments and/or reassessments utilizing the TRAS instrument;
 - b. Preparing a complete case plan that is based upon the most current TRAS assessment/reassessment; and,
 - c. Detailed documentation of case plan delivery in the day-to-day supervision of offenders.

Responsibilities and Tasks:

1. Supervise assigned offenders in accordance with Midland CSCD procedure, policy, and guidelines.
2. Performs initial office visit (IOV) for assigned offenders and ensures electronic data is properly entered into offender database at intake.
3. Ensure offender understands conditions of community supervision as ordered by the Court.
4. Conduct assessments as required by procedure in order to determine offenders risk/need and document the same.
5. Ensure that offenders assigned to caseload are properly categorized and supervised according to supervision level as directed by Midland CSCD policy and CJAD Standards.
6. Meet with offenders in individual session as dictated by the offender's assessed risk and need, CJAD Standards, and CSCD policies.

7. Ensure computer files are always complete and up-to-date. Ensure confidentiality of information is guarded according to written guidance. Maintain medical and psychiatric records separate from the main case file.
8. Monitor new arrests by checking the Department's offender database, review of local arrest logs, DPS notifications, criminal history checks at each office visit, and by any other methods that may be available.
9. Document all significant actions, decisions, services rendered, and periodic assessments in the offender's computerized chronological record.
10. Ensure caseload compliance with CJAD Standards and CSCD policies.
11. Enforce individual conditions of community supervision for all offenders on caseload.
12. Address violations of the conditions of community supervision, and failure to adhere to supervision plan, and determine appropriate action(s).
13. Prepare necessary documents pertaining to offenders as dictated by policy and procedures.
14. Testify in court when required by the Court, Unit Supervisor, or Agency Director.
15. After staffing with Unit Supervisor, advise the Court of the Department's recommendations concerning the use of the continuum of sanctions or incarceration.
16. Monitor and assist in the collection of court ordered fines, court costs, restitution, supervision fees, and other fines and fees imposed on the offender by the Court.
17. Make home visits, work site inspections, or jail visits as required.
18. Perform other duties as assigned by a Midland CSCD Supervisor.

Education and Experience:

Bachelor's degree in criminology, corrections, law, social work, sociology, psychology, or a related field; or a Bachelor's degree in a field of study not mentioned above, and one year of graduate study in one of the above-stated areas or related field; or a Bachelor's degree in a field of study not mentioned above, and at least one year of full time experience in case work, counseling, or related field.

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, public, and co-workers. Ability to follow verbal and written instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, public, and co-workers.

Additional Requirements:

Must reside within 50 miles of the Midland CSCD building. Must be insurable by agency insurance carrier. Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation. Must have favorable background check. **Must be available to work evenings, nights, weekends, early morning hours, and/or holidays as required.**

Essential Physical Demands:

Reading procedures, policies, standards, case files, reports, etc. Lifting case files, bending, sitting, standing, walking, kneeling, speaking, hearing, significant data entry, ability to manage stress in meeting deadlines and changes, and other physical efforts as required.

Environmental Factors:

Works primarily indoors supervising defendants/offenders. Also works in the field in high crime areas of the County. Field work is primarily done during early morning, evenings, and/or on weekends. Contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. **Work is often performed within secure jail and prison settings with criminal offenders.**

Equipment:

Vehicle, telephone, copier, computer terminal, personal computer and printer, cellular telephone, mobile radio, calculator, O.C. Spray (defensive pepper spray), and other job related equipment.

This job description is not intended to be all inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Revised October 1, 2015

Approved by:



Date:

