



MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
215 W. Industrial
Midland, Texas 79701
(432) 688-4100
Fax (432) 688-4952

Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
Accounting Clerk/Receptionist

ANNOUNCEMENT NUMBER: 2023.04
POSITION TITLE: Accounting
Clerk/Receptionist
NUMBER OF VACANCIES: 1
OPENING DATE: January 30, 2023

CLOSING DATE: When Filled
CLOSING TIME: N/A

- MINIMUM SALARY:**
\$42,267.60 + Benefits package, including medical insurance through the Employees Retirement System of Texas and retirement savings through the Texas County and District Retirement System.
- POSITION SUMMARY:**
The Accounting Clerk/Receptionist is responsible for maintaining accurate financial records of transactions, balancing daily receipts and deposits, and maintaining the security of assigned work areas. Responsibilities include entering probationer fees into the Department's software system and assisting with victim restitution duties. The Accounting Clerk/Receptionist is also responsible for receiving walk-in inquiries, answering incoming telephone calls, and courteously assisting the public.
- QUALIFICATIONS:**
Education and Experience:
Must have at least a high school diploma or equivalent. Should possess clerical and money management experience.
Knowledge, Abilities, and Skills:
Possess good written and verbal communication skills. Possess good interpersonal skills. Ability to follow verbal and written instructions. Ability to work harmoniously with probationers, court personnel, law enforcement agencies, the public, and co-workers. Knowledge of Microsoft Word and Excel. Ability to manage multiple tasks at one time.
Additional Requirements:
Must reside within 50 miles of the Midland CSCD building. Must be insurable by the agency insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. You must be able to pass a background check and drug screening.

4. APPLICANT PROCEDURES:

A. AGENCY EMPLOYED APPLICANTS:

Interested persons presently employed by the Midland Judicial District Community Supervision and Corrections Department must submit the following items as an email attachment to **Allen E. Bell, Director**, by the closing date/time.

- A letter requesting to be considered for the position, including an announcement number, a description of the applicant's potential to perform the job duties successfully, and an explanation of why the applicant should be selected.
- A resume that, at a minimum, outlines the applicant's experience, past job performance, longevity with the Agency, education, and training.

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 employment application. Applications can be found at: midlandscsd.net. Once completed, the application, resume, and other supporting documentation should be emailed to Allen Bell, Agency Director, at allen.bell@midlandscsd.net.

5. OTHER INFORMATION:

A complete job description for this position may be obtained from midlandscsd.net. Any questions regarding this job announcement or the application process can be addressed to Allen Bell, Agency Director, at allen.bell@midlandscsd.net. The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer and prohibits employment discrimination practices that 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. 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 any time based on the 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

Accounting Clerk/Receptionist

Pay Grade

Level 12

Job Relationships

Supervised by Collections Unit Supervisor

FLSA Status

Non-exempt

Job Purpose:

The Accounting Clerk/Receptionist is responsible for maintaining accurate financial records of transactions, balancing daily receipts and deposits, and maintaining the security of assigned work areas. Responsibilities include entering probationer fees into the Department's software system and assisting with victim restitution duties. The Accounting Clerk/Receptionist is also responsible for receiving walk-in inquiries, answering incoming telephone calls, and courteously assisting the public.

Responsibilities and Tasks:

1. Processes daily incoming mail.
2. Processes monies and negotiable instruments received by the Department through the mail. Ensure accuracy in balancing all monies and receipts daily.
3. Issue receipts as necessary.
4. Performs quality assurance checks for Collections Unit.
5. Enters probationer fees into Department's software system.
6. Answers incoming lines to the Agency and directs callers accordingly.
7. Displays a professional demeanor and courteous attitude at all times when interacting with staff, offenders, the public, etc.
8. Performs duties associated with victim restitution as assigned.
9. Create and maintain various spreadsheets.
10. Assemble, sort, and tabulate various financial data.
11. Assists in identifying problems, setting goals, and working toward solutions with co-workers
12. Maintains the confidentiality of probationer information and understands the importance of protecting Personal Health Information as it relates to HIPAA for probationers and staff.
13. Accurately performs administrative requirements according to federal, state, and agency requirements.
14. Punctual and dependable. Work hours will vary depending on the needs of the counselors.
15. Asks questions for clarity and understanding as needed.

16. Maintains healthy boundaries with probationers.
17. Other duties, responsibilities, and/or activities may change or be assigned at any time with or without notice.

Education and Experience:

Must have at least a high school diploma or equivalent. Should possess clerical and money management experience.

Knowledge, Ability, and Skills:

Possess good written and verbal communication skills. Possess good interpersonal skills. Ability to follow verbal and written instructions. Ability to work harmoniously with probationers, court personnel, law enforcement agencies, the public, and co-workers. Knowledge of Microsoft Word and Excel. Ability to manage multiple tasks at one time.

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:

Work is primarily performed in a temperature-controlled office setting with long periods of sitting, computer work, use of fingers and, hands, and eyes. May work in the field in high-crime areas of the County and have contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. May periodically travel to other facilities and community locations or walk to various departments within the agency. Exposure to rain, snow, ice, and sun elements while traveling or completing day-to-day activities is probable. The noise level in the work environment is usually moderate.

Equipment:

Vehicle, telephone, copier, personal and network computer and printer, cellular telephone, calculator, and other job-related equipment.

Additional Requirements:

Must reside within 50 miles of the Midland CSCD building. Must be insurable by the Agency insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. You must be able to pass a background check and drug screening.

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. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Revised January 30, 2023



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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
Assistant CSO

ANNOUNCEMENT NUMBER: 2023.03
POSITION TITLE: Assistant CSO
NUMBER OF VACANCIES: 1
OPENING DATE: January 30, 2023

CLOSING DATE: When Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:**
\$42,267.60 + Benefits package, including medical insurance through the Employees Retirement System of Texas and retirement savings through the Texas County and District Retirement System.
2. **POSITION SUMMARY:**
The Assistant CSO supports the work of the Supervision Officer overseeing a caseload of adult probationers sentenced to a term of Community Supervision.
3. **QUALIFICATIONS:**
Education and Experience:
Must have a high school diploma or equivalent and should possess clerical experience. Prefer an associate's degree or some college study in criminology, corrections, law, social work, sociology, psychology, or a related field. Experience working in other criminal justice agencies is also preferred.
Knowledge, Abilities, and Skills:
Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with probationers, the public, and co-workers. Ability to follow oral and written instructions. Ability to work harmoniously with probationers, court personnel, city/county personnel, law enforcement agencies, the public, and co-workers.
Additional Requirements:
Must reside within 50 miles of the Midland CSCD building. Must be insurable by the agency insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. You must be able to pass a background check and drug screening.
4. **APPLICANT PROCEDURES:**
A. AGENCY EMPLOYED APPLICANTS:
Interested persons presently employed by the Midland Judicial District Community Supervision and Corrections Department must submit the following items as an email attachment to **Allen E. Bell, Director**, by the closing date/time.

- A letter requesting to be considered for the position, including an announcement number, a description of the applicant’s potential to perform the job duties successfully, and an explanation of why the applicant should be selected.
- A resume that, at a minimum, outlines the applicant’s experience, past job performance, longevity with the Agency, education, and training.

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 employment application. Applications can be found at: midlandcscd.net. Once completed, the application, resume, and other supporting documentation should be emailed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net.

5. OTHER INFORMATION:

A complete job description for this position may be obtained from midlandcscd.net. Any questions regarding this job announcement or the application process can be addressed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net. The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer and prohibits employment discrimination practices that 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.

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APPROVED FOR POSTING:

Allen E. Bell, Agency Director

Date

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

Job Title

Assistant CSO

Pay Grade

Level 12

Job Relationships

Supervised by Unit Supervisor

FLSA Status

Non-exempt

Job Purpose:

The Assistant CSO supports the work of the Supervision Officer overseeing a caseload of adult probationers sentenced to a term of Community Supervision.

Responsibilities and Tasks:

1. Assist in the supervision of offenders per Midland CSCD procedure, policy, and guidelines.
2. Ensure offender understands conditions of community supervision as ordered by the Court.
3. Ensure that offenders assigned to caseload are appropriately categorized and supervised according to the supervision level as directed by Midland CSCD policy and CJAD Standards.
4. 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.
5. Monitor for 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.
6. Document all significant actions, decisions, services rendered, and periodic assessments in the offender's computerized chronological record.
7. Assist the Supervision Officer with ensuring caseload compliance with CJAD Standards and CSCD policies.
8. Assist the Supervision Officer with enforcing individual conditions of community supervision for all offenders on the caseload.
9. Assist the Supervision Officer with addressing violations of the conditions of community supervision and failure to adhere to supervision plan.
10. Assist the Supervision Officer with preparing necessary documents about offenders as dictated by policy and procedures.
11. Testify in Court if required by the Court, Unit Supervisor, or Agency Director.
12. 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.

13. Perform other duties as assigned by a Midland CSCD Supervisor.

Education and Experience:

Must have a high school diploma or equivalent and should possess clerical experience. Prefer Associates Degree or some college study in criminology, corrections, law, social work, sociology, psychology, or a related field. Experience working in other criminal justice agencies is also preferred.

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, the public, and co-workers. Ability to follow oral 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 the agency insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. Must have a good background check.

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. Contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. **Work may be performed within secure jail and prison settings with criminal offenders.**

Equipment:

Vehicle, telephone, copier, computer terminal, personal computer and printer, cellular phone, calculator, 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 5, 2021

Approved:  _____

Date: October 5, 2021