

COUNTY OF ANDREWS

Andrews County is currently accepting applications to fill a full-time position at the Andrews County Community Supervision and Corrections Department. Applications are available in the office of Adult Probation and online at www.co.andrews.tx.us and will be accepted **until position is filled.**

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individual. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee prior to their acceptance of employment in order to assure health insurance coverage for the individual. This physical shall include drug testing as provided by the Personnel Policy.

JOB DESCRIPTION -COMMUNITY SUPERVISION OFFICER

Location: Andrews County, Texas

Position Summary:

A Community Supervision Officer is responsible for the supervision of an assigned caseload of offenders.

Principal Duties:

Record Management to include maintaining accurate and timely case files in accordance with Department procedures and Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) standards for case supervision. This person must have a knowledge of and utilization of all legal documents in relation to supervision. They will instigate and maintain a system of case classifications as required by TDCJ-CJAD standards. They will investigate and provide adequate documentation of violations of supervision reports for the court of record (district and/or county court) and should be able to exercise independent and mature judgment.

The Supervision officer is responsible for the collection of court ordered fees from offenders. The supervision officer will have a knowledge of and utilize resources and referrals for offenders as well as a continuum of sanctions. The supervision officer will be able to initiate and maintain a system of contacts with offenders per the office policy and TDCJ-CJAD standards for case supervision. The Supervision officer will attend

court hearings as necessary. The Supervision officer is accountable to the Community Supervision Director.

Education Requirements:

The applicant must have a bachelor's degree conferred by an institution of higher education by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Unless the bachelor's degree is in criminology, corrections, counseling, law, social work, psychology, sociology or a related field that has been approved by the Criminal Justice Assistance Division director, the person must have:

- a) One (1) year graduate study in one of these fields, or
- b) One (1) year of experience in full-time casework, counseling, or community or group work that has been approved by the CJAD director.

The applicant must complete and pass the Community Supervision Officer Certification course work through CJAD within one (1) year of the date of employment. A criminal history check will be a part of the final selection procedure.