



HARDIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

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Kountze, Texas 77625
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Kevin W. Cummings
Director

May 30, 2019

JOB ANNOUNCEMENT

POSITION: Community Supervision Officer

LOCATION: Hardin County CSCD, Kountze, Texas

SALARY: Depending on experience

DUTIES: Supervision and Case Management of a felony and/or misdemeanor caseload, according to departmental policies and procedures and standards established by the Texas Department of Criminal Justice-Community Justice Assistance Division.

Represent Hardin County CSCD in a professional and cooperative manner when dealing with local, state, and federal agencies and citizens of the community.

Maintain and enhance knowledge of criminal justice issues and case management techniques through continuing education.

Work effectively and efficiently with other CSCD staff, state officials, and local organizations and agencies, and independently and perform any other job related duties as assigned by the Director and / or Supervisors.

Valid Texas Driver's license, reliable automobile and proof of valid liability insurance.

Must complete and pass the Community Supervision Officer Certification course work, and process within 12 months of his/her employment.

ESSENTIAL PHYSICAL DEMANDS: Driving personal automobile, reading, bending, sitting, standing, walking, kneeling, speaking, hearing, lifting case files, significant computer data entry, ability to manage stress in meeting deadlines and change, and other physical efforts as required.

ENVIRONMENTAL FACTORS: Works indoors and outdoors. Works in the community conducting home visits. Comes in contact with criminal courts, courthouse personnel, law enforcement and community agencies. Works with individuals on supervision for felony and/or misdemeanor offenses.

EDUCATION: 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, preferably in criminology, corrections, sociology, psychology, social work, or a related field of study. Current CSO certification is preferred. Applicants with current CSO certification will be reviewed on a priority basis for possible selection before other applicants are considered. This may result in the position being filled without the review of non-certified applicants.

Applications may be obtained from the CSCD or from Human Resources

CLOSING DATE FOR APPLICATIONS – Until position is filled.