

# WICHITA COUNTY

## COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) (Adult Probation)

The Community Supervision and Corrections Department (CSCD) (Adult Probation) is posting a job vacancy for the following position:

**JOB ANNOUNCEMENT NUMBER: AP 157**

**POSTING TITLE:** Community Supervision Officer  
**POSITION FUNCTION:** Direct Supervision Officer  
**SALARY:** Based upon education and experience, plus benefits  
**CLOSING DATE:** Open until final candidate is selected and position is filled

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➤ **APPLY TO:**

Applicants interested in this position may obtain an application packet from the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) located in the **Wichita County Courthouse Annex, 600 Scott Street, Suite 101, Wichita Falls, Texas 76301** or by visiting the CSCD website at [www.wcprob.org](http://www.wcprob.org).

- To be considered for employment, applicants must submit the following:
  1. **Completed Wichita County CSCD Employment Application,**
  2. **Resume**
  3. **Copy of college transcript indicating degree awarded and date degree awarded.**

***Please submit all documents to Margaret Rogers at the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation).***

*All positions in the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) are partially funded through money allocated by the State Legislature. Should these funds be deleted or reduced for any reason, reductions in staff levels to accommodate available revenues may be required.*

➤ **JOB RESPONSIBILITIES:**

A complete Job Description and detailed information is listed on pages 3 – 5 of this Job Announcement, at the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) location or online at [www.wcprob.org](http://www.wcprob.org).

## **SCREENABLE JOB REQUIREMENTS:**

Applicants must meet the following **SCREENABLE JOB REQUIREMENTS** to **QUALIFY** for the Community Supervision Officer position:

- Applicant must meet minimum education qualifications for a Texas Community Supervision Officer. (See Education and Experience listed on page 4 for more detailed information.)
- Applicant must be 21 years of age or older at the time of employment.
- Applicant should have general knowledge of Texas Department of Criminal Justice - Community Justice Assistance Division's Standards for Community Supervision and Corrections Departments in Texas (May 2013) and the Texas Code of Criminal Procedure Articles 42.12 (2014 Edition). ***These materials may be reviewed at the Adult Probation Department.***
- Applicant should have general knowledge of counseling methods, community resources and problem solving techniques. Experience in keeping detailed records is desirable.
- A data entry test, keyboarding/word processing test and a language arts test will be administered to those applicants chosen for interview.
- Applicant must have a valid Texas Class "C" driver's license and proof of liability insurance.
- Applicant cannot currently be on community supervision (probation) or parole or be serving a sentence for a criminal offense. (See Job Requirements and Qualifications listed on page 4 for more detailed information.)
- A person employed as a peace officer, or as a volunteer reserve peace officer, is not eligible for appointment as an adult probation officer.
- A criminal history (NCIC and TCIC) background check will be conducted on all applicants selected for interview. A criminal records check by fingerprint, a driving history and a pre-employment drug test will be conducted on the applicant selected for the position.

Minority applicants are encouraged to apply.

The ability to speak Spanish fluently is desirable.

Experience using a personal computer is required.

**Preference will be given to applicants who are fluent in Spanish, all other qualifications being equal.**

**AN EQUAL OPPORTUNITY EMPLOYER** - It is the policy of the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or handicap. It is the policy of the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) to consider best-qualified individuals according to ADA standards. Requested reasonable accommodations will be considered and the Director will make final accommodation determinations after consultation. Contact Margaret Rogers, designated ADA representative, for special needs at (940) 766-8213.

**JOB ANNOUNCEMENT NUMBER: AP 157**

**POSTING TITLE: Community Supervision Officer**

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➤ **JOB SUMMARY:**

Under the direction of the assigned probation supervisor, the Community Supervision Officer is responsible for providing direct supervision of both felony and misdemeanor offenders placed on community supervision by the local courts as well as offenders residing or employed within Wichita County who were placed on probation by a court in another jurisdiction which has requested courtesy supervision of those offenders. Work is performed in compliance with Articles 42.12 of the Texas Code of Criminal Procedures, Chapter 76 and 509 of the Texas Government Code, Standards promulgated by the Texas Department of Criminal Justice - Community Justice Assistance Division (TDCJ-CJAD) and the policies and procedures of the CSCD.

➤ **DUTIES AND RESPONSIBILITIES:**

Provide direct, face to face supervision of offenders assigned to case load in compliance with CJAD standards and departmental policy.

- Complete the officer intake assessment process and supervision plan in a time frame established by CJAD Standards and department policy.
- Conduct monthly office visits measuring the offenders' compliance with the supervision plan and conditions of probation.
- Conduct field visits with offenders per department policy to monitor compliance with conditions of probation and to verify information reported by the offender.
- Refer offenders to appropriate department and community agency programs, services or activities that best address, with appropriate intensity, identified criminogenic needs in the supervision plan.
- Respond to offenders' compliance/non-compliance with conditions of probation by using department's progressive incentives/sanctions model.
- Submit violation reports to the Criminal District Attorney's Office in accordance with department policy.
- Maintain an electronic case file for each offender assigned to caseload with current, accurate information that is organized in compliance with department policy.
- Record, in the time frame established by the department, all significant events involving each defendant in the chronological narrative of the defendant's case file in CSS.
- Complete all required department and state reports within time frames established by CJAD Standards and the department.

- Close case files in a timely manner and in accordance with department policy.
- Testify in court hearings in compliance with department policy.
- Comply with Code of Ethics for Community Supervision Officers.
- Serve as department reserve duty officer as assigned.
- Perform all other duties as assigned.

## ➤ **JOB REQUIREMENTS AND QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- To be eligible, a candidate must have a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

### **OTHER REQUIREMENTS**

- Cannot be employed as a peace officer or work as a reserve or volunteer peace officer.
- Must not have any pending charges for any criminal offense or outstanding warrant.
- If, as to Class A or B misdemeanor, or their equivalents, the applicant was convicted or subject to any deferred adjudication, supervision of sentence, judicial finding of guilt, or any other penalty imposed by court, or agreed upon by the accused, more than five (5) years must have elapsed since the person was discharged from the criminal justice system.
- If, as to a felony, or its equivalents, the person was convicted or subject to any deferred adjudication, suspension of sentence, judicial finding of guilt, or any other penalty imposed by the court, or agreed upon by the accused, more than fifteen (15) years must have elapsed since the person was discharged from the criminal justice system.
- Possess a valid class C driver's license issued by the state of Texas [if employee is coming to this position from another state, this requirement must be met no later than thirty (30) days following the date of hire.]

## ➤ **SKILLS AND ABILITIES:**

- Possess and demonstrate competency in the use of Motivational Interviewing and listening skills to facilitate offender change.
- Possess knowledge of risk factors and the criminogenic needs that drive criminal behavior.
- Possess and demonstrate the ability to establish a professional rapport with offenders that promotes offender trust.
- Possess and demonstrate reasonable ability to both protect the community and to work for offender change.
- Possess and demonstrate interpersonal skills to encourage offender change.
- Possess and demonstrate skills to effectively collaborate with the community, co-workers, supervisors and criminal justice professionals.
- Possess and demonstrate professional verbal and written communication skills involving English grammar, spelling and punctuation.

- Possess and demonstrate the ability to accurately and efficiently maintain detailed records in an organized manner and prepare reports from those records.
- Possess and demonstrate competent skills to accurately and efficiently perform data entry and typing.
- Possess and demonstrate competency to multi-task and to organize work in order to meet deadlines established by department policy.
- Possess knowledge of statutes, standards, policies, procedures and practices pertaining to community supervision.
- Possess and demonstrate the ability to problem solve.
- Possess and demonstrate the willingness and ability to acquire any skill or knowledge to improve a performance deficiency identified by a supervisor.
- Possess and demonstrate the ability to be punctual and keep accurate time records of attendance.

➤ **OTHER REQUIREMENTS:**

- Must demonstrate and maintain ethical behavior.
- Must be mobile within an office environment (i.e. lift case files, maneuver around file cabinets, bend, sit for long periods, reach, stoop, pull, push, stand, walk, speak, hear, identify offenders and observe their actions, read, write, file, type, use telephone, fax machine, and computer).
- Must be able to tolerate a moderate to high degree of stress.
- Must be able to rationally prioritize tasks and exercise independent judgment in evaluating clients and making recommendations to the courts.
- Must be able to effectively interact with criminal defendants to change offender behavior.

➤ **OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.