

# 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 158**

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

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➤ **JOB RESPONSIBILITIES:**

Job Descriptions and information are available at the Wichita County Community Supervision and Corrections Department (CSCD) (Adult Probation) or online at [www.wcprob.org](http://www.wcprob.org).

➤ **QUALIFICATIONS:**

Applicants must meet the **SCREENABLE JOB REQUIREMENTS** listed on page 2.

➤ **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. **Statement** of your Community Supervision Philosophy
3. **Resume**
4. **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.*

➤ **SCREENABLE JOB REQUIREMENTS:**

- Applicant must possess a current certification as a Texas Community Supervision Officer, and:
  - Have a master’s degree plus three (3) years casework experience as a community supervision officer; or
  - Have a bachelor’s degree plus five (5) years casework experience as a community supervision officer; and
  - Meet “other requirements” specified in the job description.
- Applicant must be 21 years of age or older at the time of employment.
- Applicant should have working knowledge of Texas Department of Criminal Justice-Community Justice Assistance Division’s Standards for Community Supervision and Corrections Departments in Texas (March 2015), the Texas Code of Criminal Procedure Articles 42.12 (2016 Edition), the Wichita County CSCD Personnel Policies, the Wichita County CSCD Operations Policy and Procedures and Evidence Based Practices.
- Applicant must have a working knowledge of Evidence Based Practices, Motivational Interviewing, community resources, problem solving techniques and demonstrated experience in keeping detailed records.
- Applicant must have a valid Texas Class “C” driver’s license and proof of liability insurance.
- A current criminal history (NCIC and TCIC) background check will be conducted on all applicants selected for interview. A criminal record check by fingerprint, a driving history and a 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.
- Some evening, early morning and weekend hours are required.
- After initial screening the top scoring candidates will be interviewed.

***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 ADAAA standards. Requested reasonable accommodations will be considered and the Director will make final accommodation determinations after consultation. Contact Margaret Rogers, designated ADAAA representative, for special needs at (940) 766-8213.

**JOB ANNOUNCEMENT NUMBER: AP 158**

**POSTING TITLE: Supervisor**

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➤ **JOB SUMMARY**

The Supervisor is directly responsible to the Director or his/her designee of the CSCD. The position is responsible for the supervision of assigned community supervision officers (CSOs). With other department supervisors, the position monitors the department's case management system. The supervisor is responsible for making sound interpretation and administration of statutes, standards, and policies governing community supervision. The supervisor is to ensure that probation officers provide quality job performance in compliance with policies and procedures of the CSCD and the standards of the Texas Department of Criminal Justice - Community Justice Assistance Division (TDCJ-CJAD), and the laws of the state of Texas.

➤ **DUTIES AND RESPONSIBILITIES**

- Ensure that assigned community supervision officers (CSOs) perform their assigned job duties in compliance with CJAD standards and department policy.
- Monitor and review monthly the work of assigned CSOs.
- Conduct performance appraisals on assigned CSO's in compliance with department policy and procedures.
- Monitor the accuracy and timeliness of data input by CSOs into the automated case management system.
- Assist the department IT manager in assessing and identifying deficiencies in the automated case management system.
- Assist in developing internal management policies, procedures, and guidelines for the CSCD.
- Participate in hiring, evaluating, disciplining, coaching, promoting and terminating employees of the CSCD when assigned by the Director.
- Conduct administrative hearings for offenders in violation of technical conditions of supervision.
- Identify training needs within the department.
- Collect data and prepare reports as assigned.
- Assists with the in-house orientation and training for new CSOs.
- Assists in developing agendas for department staff meetings.
- Respond to probationers and citizens who submit complaints involving community supervision officers in compliance with department policy and procedures.
- Comply with code of ethics for community supervision officers.

- Grant leave/overtime requests and reviews and approves time sheets of assigned staff in compliance with department policies and procedures.
- Perform reserve duty as necessary.
- Must be a certified community supervision Perform other duties as assigned.

## ➤ **JOB REQUIREMENTS AND QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Must be a certified community supervision officer.
- To be eligible, a candidate:
  - Must have a master's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board, PLUS three (3) years casework experience as a community supervision officer; OR
  - 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 PLUS five (5) years casework experience AND

### **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 an ethical practice within the supervision of cases and in the application of Code of Ethics governing probation, TDCJ-CJAD standards and department policy.
- Possess and demonstrate the ability to administer the policies and procedures and the CSCD, the standards of TDCJ-CJAD, and the laws of the state of Texas.
- Possess and demonstrate the ability to present, in a clear and concise manner, information regarding program objectives and policies to subordinates, co-workers, superiors, and professional colleagues.

- Possess and demonstrate the ability to exercise sound judgment when making critical and controversial decisions.
- Possess and demonstrate a working knowledge of the current trends and best practices in community corrections.
- Possess and demonstrate the ability to plan and organize work as instructed.
- Possess and demonstrate competency in keeping accurate detailed records.
- Possess and demonstrate the ability to distribute the workload by utilizing employees' individual strengths and abilities.
- Possess and demonstrate the ability to effectively supervise and evaluate work performed by subordinates.
- Possess knowledge of statutes, TDCJ-CJAD standards, and department policies and procedures concerning caseload management and effectively communicate/train this information to CSOs.
- Possess and demonstrate competent ability to use computer hardware and software. Possess and demonstrate competency in the use of the department's automated case management system.
- Possess and demonstrate the ability to deliver and accept constructive criticism.
- Possess and demonstrate competent interviewing skills.
- Possess an extensive knowledge of the criminal justice system.
- Possess and demonstrate the ability to communicate clearly, both written and verbal.

#### ➤ **OTHER REQUIREMENTS**

- 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 observes their actions, read, write, file, type, use telephone, fax machine, and computer).
- Must be able to effectively manage moderate to high degree of stress.
- Must be able to effectively provide verbal and written instruction.
- Must be able to rationally prioritize tasks and exercise independent judgment in evaluating probationers and making recommendations to the courts.
- Must be able to initiate and maintain legible documentation in a timely manner on a continual basis.
- Must be able to successfully and effectively interact with criminal defendants.

#### ➤ **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.