

 <p>HARRIS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT</p>	Career Ladder: Line Staff	Date: 6/2019
	Level: 1	# of Pgs: 2
	Job Title: Community Supervision Officer/Assessor ASSESSMENT UNIT	
HUMAN RESOURCES / Job Description Manual		

THIS IS NOT A CONTRACT POSITION. EMPLOYMENT AT WILL POLICY APPLIES.

I. Basic Function:

Assesses clients to determine criminogenic risk and needs. Uses the Texas Risk Assessment System (TRAS) to develop recommendations for clients. Interviews clients and determines the appropriate parts of the assessment that need to be administered. Writes complex documents that are used to designate clients to the proper programs and services.

II. Organizational Relationships:

Reports to CAST Supervisors.

III. Essential Functions:

Communicate on a daily basis with judges, attorneys, prosecutors, court and law enforcement authorities and, peers, along with clients and their families about a wide range of complex issues.

Gathers collateral information necessary to conduct assessments.

Conducts a complicated assessment requiring the use of judgement to determine the necessity to administer or not administer additional parts of the instrument.

Uses the information from the assessment to write multipage reports used by the Department and Courts to make determinations about treatment and assignment of clients.

Maintains appropriate entries in the electronic case management systems.

Operates office equipment, computers, phones, etc., necessary for the work.

Visits the jails to conduct assessments.

IV. Nonessential Functions:

Visits the jails to conduct assessments.

Participates in work groups as necessary

Provides group instruction to clients

Contribute to and help create a positive work atmosphere by behaving and communicating in a cooperative and amicable manner with supervisors, coworkers, and members of the public.

Performs other related duties as assigned.

Work overtime as required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

V. Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

VI. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear.

VII. Qualifications:

Mandatory:

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.

Must possess (or obtain within one year of appointment to this position) the state mandated qualifications for a Community Supervision Officer. Failure to pass the test may result in termination of employment.

Must be certified (or obtain within 90 days of appointment as an Assessor) in the use of the Texas Risk Assessment System (TRAS).

Must have good writing and communication skills.

Must meet the minimum requirements for access to Criminal Justice Information Services (CJIS).

Must have a valid Texas Class C Automobile Operator's License and must be insurable under the Department's automobile insurance program.

VIII. FLSA Status

Non-exempt.