

 <p>HARRIS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT</p>	Career Ladder: Clerical	Date: 10/2021
	Level: 2 Specialized	# of Pgs: 2
	Job Title: CSO Assistant REGION/PROGRAM	
HUMAN RESOURCES / Job Description Manual		

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

I. Basic Function:

Provide assistance to CSOs in caseload management.

II. Organizational Relationships:

Reports to Supervisor.

III. Essential Functions:

May perform any of the following duties;

Assists in the completion of CSO duties that do not require CSO certification, within the Branch/Facility to which assigned.

Exercised privileged communication as related to the position and maintains expertise in the operations, functions and scope of the department.

Testifies in Court, when required, as to the procedures followed while performing any assigned duty.

Conducts field and office contacts.

Enters and updates information into the Case Management System (CSS), including office and field contacts, outgoing and incoming correspondence and telephone calls.

Reviews delinquency, claimant information, CSR reports and follow up as appropriate.

Prepares and/or sends out mail including victim notification, delinquency and failure to report notices and offender appointment letters, ET and FT letters.

Makes outside contacts including to the offenders, victims, Court staff, treatment providers, or other agencies involved in the daily supervision of the offender.

Sorts and files mail into case files.

Conducts curfew calls and verify compliance with electronic monitoring requirements.

Reviews information in JWEB.

Maintains and updates information into the Program Database.

Prepares Release Orders according to CJAD Tracking System.

IV. Nonessential Functions:

Performs other related duties as assigned.

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

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:

Two years of education at an institution of Higher Learning (Minimum 48 hours semester credit or equivalent at Community College or University) or Two years of substantive work in the criminal justice industry (must demonstrate experience in application of case management principals. Routine clerical or administrative work is not qualifying)

Must have good oral and written communication skills, a good working knowledge of current department standards and practices and of current computer functions and procedures.

Must be eligible for access to TCIC system.

Valid Texas Drivers' License or Texas I.D. is required.

Desirable:

Bilingual skills

VIII. FLSA Status

Non-exempt.