

 <p>HARRIS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT</p>	Career Ladder: Line Staff	Date: 08/2019
	Level: 1	# of Pgs: 2
	Job Title: Community Supervision Officer REGION/PROGRAM	
HUMAN RESOURCES / Job Description Manual		

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

I. Basic Function:

Provides responsible supervision to assigned clients to ensure compliance with Court ordered conditions thereby providing a service to the Courts of Harris County, the community and the clients on probation.

II. Organizational Relationships:

Reports to Region/Program Supervisor.

III. Essential Functions:

Supervises clients to monitor compliance with the orders of the Courts.

Refers clients to appropriate community resource agencies in an effort to effectuate their rehabilitation.

Ensures that all fees are paid on a timely basis.

Schedule CAST assessments and assist with referrals and perform reassessments

Maintains accurate chronologicals on all client activity.

Assists the Courts in revocation hearings as necessary.

Prepares monthly statistical reports.

Notifies the Court immediately, through proper channels, of any violation of probation.

Implements Evidence-Based Practices such as Motivational Interviewing in caseload management.

Ensures compliance with all Community Justice Assistance Division Standards.

Makes outside, face-to-face and collateral contact with clients as required.

As needed, observes the collection of urine samples for drug screening on clients on probation to assure that no foreign substance is introduced into the sample.

Must work at least one late night each week.

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:

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 become certified in and maintain certification with the TRAS.

Must meet the minimum requirements for access to Criminal Justice Information System (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.