

DALLAS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS (CSCD)

ADULT PROBATION

**133 N. Industrial Blvd., 9th Floor
Dallas, Texas 75207
Phone: (214) 653-5300**

**MICHAEL E. NOYES, Ph.D.,
Director**

JOB ANNOUNCEMENT

The following description is not intended to be all-inclusive.

JOB TITLE: Community Supervision Officer (CSO)

STARTING SALARY: \$15.54 Per Hour

LOCATION: Various locations within Dallas County

CLOSING DATE: Until Filled

JOB SUMMARY

Supervises adult probationers. Reviews and investigates cases. Prepares pre- and post-sentence reports. Develops and implements supervision plans and recommendations. Ensures that all work is in compliance with policies and procedures, federal, state and local regulations.

DUTIES

Supervises and counsels community supervision clients.

Liaises with internal staff, community resources and outside agencies to develop and implement an informed plan of supervision; identifies appropriate rehabilitative services; responds to inquiries from clients and the public.

Monitors and enforces Conditions of Community Supervision; escalates violations in a timely manner.

Prepares and completes pre and post-sentence reports, social and developmental histories and other documentation in accordance with applicable standards, policies and procedures.

Makes critical and sound decisions during emergencies or potentially dangerous situations.

Audits and maintains case files to ensure compliance with established policies and procedures to maintain funding requirements, if applicable; completes documentation of daily work activities in case file narratives and daily worksheets.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education equivalent to a Bachelor's Degree from an accredited college or university in criminology, corrections, counseling, law, social work, psychology, sociology, criminal justice, law enforcement/police science, human services development, public administration, pre-law, rehabilitative studies or related field. The college or university must be recognized by the Coordinating Board, Texas College and University system.

SPECIAL REQUIREMENTS/KNOWLEDGE, SKILLS & ABILITIES

Ability to work effectively under stressful and emotion-charged conditions. Ability to effectively communicate, both verbally and in writing. Must possess a valid Texas Driver's License with current liability insurance coverage and a good driving record. Must pass an extensive background check.

PHYSICAL/ENVIRONMENTAL ENVIRONMENT

Primarily performs work inside a standard office environment. May travel to conduct client home visits. May perform work inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to travel to various work site locations within Dallas County is required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 15 lbs., unassisted.

CONTACT INFORMATION

Resumes will **not** be accepted in lieu of an employment application.

TO APPLY: Visit www.dallascounty.org 1. Click the drop down button for Dallas County Departments/Select Community Supervision 2. Print CSCD Application process 3. Print Employment Application Supplement, Conditions of Employment, Employment Application Part 1 and Part 2 4. Complete CSCD Application process 5. Mail or hand-deliver to Dallas County CSCD Human Resources, Frank Crowley Courts Building, 133 N. Industrial Blvd., 9th Floor, Dallas, Texas 75207.