

David W. Daniel, Director

**Kaufman County
Community Supervision & Corrections Department**

JOB ANNOUNCEMENT

JOB TITLE: Community Supervision Officer
LOCATION: Kaufman County/Terrell, Texas

QUALIFICATIONS: Minimum Education, Certification and Experience:

- Bachelor's degree in criminal justice or related field or one year experience of full time casework or counseling, or one year graduate study in a related field. (Must have Bachelor's Degree or higher by start date.)
- Must become certified within one year.
- Meet and maintain CJAD training requirements.
- Valid driver's license and liability insurance.

Applicants must be able to pass a criminal background check.

Due to departmental staffing needs and the requirement to observe and collect UA testing from same sex offenders, a male officer would be preferred, but not required.

- **DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties will include, but not be limited to the following: monitor the offender's compliance with the orders of the Court through routine office and field contacts to ensure community safety, unarmed home/field visits to monitor offenders' behavior in the community, assist the offender in locating services needed to bring about a pro-social and law abiding behavior, conduct assessments and individualized supervision plans, conduct intakes with new probationers, provide court testimony, and report violations to the appropriate authorities in a timely manner, chronological reports, assist other department staff if requested, maintain current educational and training requirements, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.

SALARY: \$38,000.00-\$40,000.00 Depending on Experience.

CLOSING DATE: Until Filled

TO APPLY: ALL APPLICANTS MUST COMPLETE AND SUBMIT A KAUFMAN COUNTY EMPLOYMENT APPLICATION AND RESUME TO KAUFMAN COUNTY HUMAN RESOURCES.

CERTIFIED COLLEGE TRANSCRIPTS MUST BE PROVIDED AT TIME OF INTERVIEW

David W. Daniel,
Director
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