**LAMAR COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT ADULT PROBATION**

**POSITION TITLE: Adult Probation Community Supervision Officer**

**PRIMARY RESPONSIBILITIES: Reporting to a supervisor, the Adult Probation Officer undertakes moderately complex social work by delivering supervision and counseling to probationers.**

**JOB DUTIES:**

**• Conducts moderately complex social work through formal and informal interviews and counseling sessions with probationers.**

**• Performs Needs/Risk Assessments and Reassessments for each assigned probationer.**

**• Develops, evaluates, and executes TRAS case plans for probationers on caseload.**

**• Prepares comprehensive TRAS histories, vocational records, and relevant documentation, including pre-sentence investigations as required by the Court.**

**• Conducts probationer supervision through home and/or field visits, ensuring compliance with CJAD Standards and departmental policies.**

**• Ensures probationers adhere to court-imposed conditions, including fee payments, fines, court costs, restitution, and support payments, and monitors compliance with special probation conditions such as Community Service Restitution, weekly counseling, and urinalysis.**

**• Engages in training sessions as necessary to develop skills that improve job performance.**

**• Provides consistent supervision for courtesy cases, extending equivalent services to individuals under supervision from Lamar County courts.**

**• Maintains accurate and timely statistical records including CJAD monthly summaries, violation reports, monthly delinquency lists, and other mandated monthly reports.**

**• Supervises cases classified as indirect "other," "mail-in," or web reporting, adhering to departmental policy and CJAD standards.**

**• Performs additional duties as assigned.**

**REQUIREMENTS:**

**• A Texas Higher Education Coordinating Board accredited institution must confer the Bachelor's degree. However, if the degree does not pertain to designated areas such as criminal justice, criminology, corrections, counseling, etc., then one of the following prerequisites is mandatory:**

**A. Completion of one year of graduate study in any of the specified fields.**

**B. Accumulation of one year of full-time experience in casework, counseling, or community/group work.**

**C. Submission of alternative education or experience, supported by a letter in the employee's personnel file signed by the CSCD Director, confirming their status as the most qualified applicant upon hiring.**

**• Not eligible for employment as a peace officer.**

**• Adhere to the established code of ethics and CSCD policies and procedures.**

**• Not currently on community supervision, parole, or serving a criminal sentence.**

**Additional Requirements:**

**• Possession of a valid Texas Driver’s License (if coming from out of state, this requirement must be met within thirty (30) days of employment).**

**• Accessible by telephone.**

**• Eligible to legally operate department-provided vehicles as per State law.**

**• Successful completion of a criminal background check.**