



2nd 25th Judicial District Community Supervision and Corrections Department

Jessica Richard Crawford
District Judge
2nd 25th Judicial District

Traci Darilek
Director

William D. Old III
District Judge
25th Judicial District

LAVACA COUNTY CSCD JOB POSTING

The Lavaca Community Supervision and Corrections Department (CSCD) is part of a tri-county Judicial District known as the 2nd 25th Judicial District which encompasses Gonzales, Colorado and Lavaca Counties.

Job Title: Community Supervision Officer

FLSA: Non-Exempt

Job Overview: We are seeking a dedicated and compassionate Community Supervision Officer to join our Lavaca County team. The ideal candidate will be responsible for supervising individuals placed on probation, ensuring compliance with court-ordered conditions while facilitating their rehabilitation into society. This role requires strong interpersonal skills, a commitment to public safety, and the ability to manage crises effectively.

MINIMUM QUALIFICATIONS: 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 and meet all other requirements of the Standards for Community Supervision and Corrections Departments per the Texas Department of Criminal Justice – Community Justice Assistance Division and this department and not be currently employed as a peace officer or work as a reserve or volunteer peace officer; and not be currently on community supervision, parole, or serving a sentence for a criminal offense.

Bachelor's degree in criminal justice, social work, psychology or related field and related work experience. Previous experience or court experience is preferred. Applicants must pass a criminal background check and drug test.

DUTIES: The Community Supervision Officer is under the immediate supervision of the Director and their assigned Supervisor. The assignment of work requires the exercise of independent mature judgment in the supervision of the probationer. The Community Supervision Officer is to provide responsible casework services to persons serving terms of community supervision as outlined in the Department's Vision Statement, Mission Statement, and Core Values.

A Community Supervision Officer (CSO) monitors Court ordered conditions of supervision through the direct supervision casework of defendants. A CSO may supervise a caseload of offenders placed under community supervision for felony and misdemeanor offenses. The Certified Community Supervision Officer (CSO) is responsible for the direct supervision of a caseload of Defendants in a manner consistent with departmental policies and operations, TDCJ-CJAD standards, and Texas state laws.

Lavaca County
P.O. Box 330
Hallettsville, Texas 77964
361/798-3714
Fax # 361/798-5904

Gonzales County
P.O. Box 24
Gonzales, Texas 78629
830/672-6571
Fax # 830/672-6401

Colorado County
1023 Milam
Columbus, Texas 78934
979/732-8321
Fax # 979/732-2674

A CSO serves to protect the community and give Defendants an opportunity to change their behavior by monitoring the conditions of supervision in a fair and equitable manner by making referrals to evidenced-based programming, monitoring potential conflicts with or risks to society, and providing services in an atmosphere to facilitate positive changes while working collaboratively with other agencies – all to assist a Defendant in achieving a successful completion of their term of supervision. In circumstances of non-compliance, a CSO will respond in a timely manner. CSOs perform all other duties as assigned and/or as noted below:

- Provide case services to assigned probationers including counseling and referral services.
- Utilize resources available locally and as available within the state.
- Attend District and Misdemeanor court as directed.
- Must be able to travel and assist within the district as needed (Colorado, Lavaca and Gonzales Counties).
- Work collaboratively with neighboring CSCD's, attorneys, courts and outside agencies.
- Monitors probationer's compliance with the Court's conditions of supervision. Performs orientation/intake and assessment process.
- Conduct drug testing screenings (Urine, Saliva, Hair Follicle in accordance with departmental policies.
- Maintain a complete knowledge of referral resources (in-house, community, area, and state) and be knowledgeable of effective referral processes to enhance supervision facilitation.
- Complete all required departmental reports on time, including, but not limited to, monthly reports, etc.
- Complete a monthly physical count of cases to ensure an accurate caseload statistics report.
- Attend training as needed and/or required to increase knowledge and improve skills that will enhance job performance.
- Monitor the offender's compliance with orders of the court through routine office, and field contacts to ensure community safety, referring the offender to behavioral changing resources, conducting assessments and individual case plans, urinalysis testing, performing intake interviews, communicating and working with other professional agencies, reporting violations of probation to the appropriate authority in a timely manner.
- Provide effective courtroom testimony and maintain a high level of professionalism.
- The duties of a Community Supervision Officer include office and field work, which both require the supervision of criminal offenders who may present physical danger to the officer and to the public. In the supervision of these offenders, essential duties require light to moderate physical exertion, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. Therefore, applicants must be physically capable, be able to sit and stand for prolonged periods of time and be able to do moderate lifting and walking.
- Office and field work are required of all Community Supervision Officers and are essential job functions.
- Regular attendance and timeliness at the job site are required, and an essential function of the job.

SALARY: \$52,400 plus full benefits including vacation, sick leave, insurance and retirement.

CLOSING DATE: Until filled

Please submit resume and application to:

Denise Barton

dbarton@co.lavaca.tx.us

361-798-4353

*Please do not include any photographs with your resume or application. Applications including pictures will be discarded and not considered to be valid applications for employment.

We are an Equal Opportunity Employer - This is an AT WILL Position of employment