

**MONTGOMERY COUNTY DEPARTMENT OF
COMMUNITY SUPERVISION AND CORRECTIONS**

**ADULT PROBATION
JOB POSTING**

JOB TITLE: Community Supervision Officer Assistant (CSOA) -
Bond Intake

SALARY: \$15.00 Per Hour
Up to 20 hours per week

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An unofficial Job Description outlining the basic responsibilities and requirements is attached.

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

H R Specialist
2245 N. First
Conroe, TX 77301
Fax: 936-538-8275
brenda.chapin@mcdcsc.org

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment, applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections (Adult Probation). New Hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections (Adult Probation). Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE

**The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION AND
CORRECTIONS (Adult Probation) is an Equal Opportunity Employer.**

07.03.18

**MONTGOMERY COUNTY DEPARTMENT
OF
COMMUNITY SUPERVISION AND CORRECTIONS
ADULT COMMUNITY SUPERVISION**

JOB TITLE: Community Supervision Officer Assistant – Bond Intake

BASIC RESPONSIBILITIES:

Under general supervision of the Bond Supervisor, performs duties related to offender initial intake and performs duties required to assist in the supervision of offenders on indirect status.

EXAMPLES OF DUTIES:

- Conducts intake interview on offenders placed on Bond Supervision from Montgomery County for courts
- Enters all data collected into the Montgomery County Community Supervision and Corrections Data system in a timely and accurate matter.
- Informs offenders of information they need to provide to their officer on next appointment.
- Assigns offenders to officers in accordance with geographical location and workload points.
- Informs officer of blind appointments by phone calls and email
- Preparation of case file for distribution to the respective officer. This is completed per guidelines established in policy and procedure.
- Conducts TCIC/NCIC inquiries as requested by staff or needed for new files distribution.
- Assist with the collection of offense reports from the Montgomery County Sheriff's Department.
- Performs other duties as assigned.

REQUIREMENTS:

Training and Experience:

- High School Graduate
- One (1) year secretarial experience

Special Knowledge, Skills and Abilities:

- Commitment to department's vision of developing people to their full potential
- Ability to establish and maintain satisfactory working relationships with fellow employees, the general public and other agencies
- Ability to maintain casework records accurately completely and in an organized fashion
- Ability to type 40 wpm
- Computer skills
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Additional Requirements:

Must possess a valid Texas Drivers License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following the date of hire)

Must have a telephone number at which he/she can be reached

Must be eligible to legally operate department provided vehicles in accordance with state law.