

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

JOB POSTING

TITLE: COMMUNITY SUPERVISION OFFICER ASSISTANT (CSOA)

SALARY: \$1205.10 BI-WEEKLY

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

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

**OFFICE MANAGER
2245 N. First, Suite 121
Conroe, TX 77301
Fax: 936-538-8275
brenda.chapin@mctx.org**

**MUST PROVIDE A COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE TO BE ELIGIBLE FOR
CONSIDERATION FOR AN INTERVIEW**

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment, applicants(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision and Corrections. New hire drug screen will be paid by Montgomery County Department of Community Supervision and Corrections. 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 is an Equal Opportunity Employer.**

04.02.19

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

JOB TITLE: Community Supervision Officer Assistant
(Intake/Absconder)

BASIC RESPONSIBILITIES:

Under general supervision of the Unit 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 initial intake interviews on all offenders placed on community supervision from Montgomery County Courts
- Conducts intake interview on offenders placed on Bond Supervision from Montgomery County for courts
- Conduct intake interviews on offenders placed on community supervision from Montgomery County Courts that are in the Montgomery County jail, pending placement into a residential/correctional facility
- Enters all data collected into the Montgomery County Community Supervision and Corrections Data system in a timely and accurate manner.
- Explains financial obligations of community supervision during intake and documents offenders understanding of financial status
- 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 parity and accurately maintains officer assignment workload points
- Informs officer of blind appointments by phone calls and email

- Oversees Absconder cases that cannot be located by prior officer and updating violation reports as in accordance with policy and procedure
- Conducts TCIC/NCIC inquiries as requested by staff or needed for new files distribution
- Assists 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

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
- Computer skills

Additional Requirements:

- Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty (30) days following the date of employment)
- Must be eligible to legally operate department provided vehicles in accordance with state law
- Must have telephone number at which he/she can be reached