

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

**ADULT PROBATION
JOB POSTING**

JOB TITLE: Bond Officer

SALARY: \$1,205.10 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:

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

03.05.19

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

JOB TITLE: Bond Supervision Officer

BASIC RESPONSIBILITIES:

Bond Officers perform duties required to assist in the supervision of offenders placed on Ancillary Conditions of Bond by Montgomery County Courts.

EXAMPLES OF DUTIES:

- Conducts no show intake interviews on all offenders placed on Ancillary Conditions of Bond
- 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
- Conducts monthly office visits with offenders as ordered by the Court
- Monitors non-reporting cases by calling defendants in for random urinalysis
- Monitors pending court dates of offenders
- Refers offenders to the appropriate counseling and/or other resources if court ordered or deemed necessary
- Conducts UA's on required cases as per designated Court Policy
- Informs offenders of information they need to provide to their officer on next appointment
- Prepares Orders Setting Aside Bond when offenders violate conditions of the court order
- Submits violations and appropriate documentation to the Court Liaison Officer to be processed

- Contacts the appropriate Law Enforcement Agency and has offenders taken into custody when there is an active warrant
- Submits termination information to their supervisor to request closure of cases when dispositions have been reached in court.
- Performs other duties as assigned

REQUIREMENTS:

Training and Experience:

- High School Graduate
- Casework experience, preferred

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

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