



ANDERSON/HOUSTON COUNTY CSCD

**** ADULT PROBATION ****

611 E Lacy

Palestine, Texas 75801

Phone (903)729-2408 FAX (903)729-4074



Milo Reina, Director

**POSITION OPENING: COMMUNITY SUPERVISION OFFICER IN
ANDERSON/HOUSTON COUNTY**

SALARY: Negotiable, based on experience

MINIMUM QUALIFICATIONS:

- 1) A bachelors' degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- 2) Cannot be employed as a peace officer, or work as a reserve or volunteer peace officer.
- 3) Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.
- 4) Must possess a valid Driver License.
- 5) Must pass a background investigation.

JOB DESCRIPTION:

- 1) Supervise Misdemeanor and Felony probationers;
- 2) Refer probationers to appropriate placement;
- 3) Insure court ordered conditions of probation are followed;
- 4) Conduct home visits;
- 5) Prepare and submit Motions/ Reports as needed to District Attorney or County Attorney;
- 6) Complete Pre-sentence Investigation Reports;
- 7) Monitor specific needs of all indirect cases;
- 8) Testify in court proceedings/hearings;
- 9) Maintain a professional rapport with all individuals and agencies;
- 10) Assist other department staff if requested;
- 11) Maintain current educational and training requirements;
- 12) Maintain communication within the Department and within the respective counties;
- 13) Maintain a professional appearance;
- 14) Adhere to all personnel and departmental policies;
- 15) Perform any additional duties assigned by the Director.

CONTACT INFORMATION: Resumes, transcripts and references may be mailed or emailed to the address listed below. Please include a short-handwritten synopsis of why you believe you would be a good probation officer.

******* Phone calls will not be accepted. *******

Anderson/Houston Counties CSCD

Milo Reina, Director

P.O. Box 697

Palestine, TX 75802

mreina@co.anderson.tx.us

CLOSING DATE: When filled