



**81<sup>st</sup> & 218<sup>th</sup> Judicial District**  
**Community Supervision & Corrections Department**

1102 3rd Street  
Floresville, Texas 78114  
(830) 393-7317  
Fax (830) 393-7326

Renee Merten  
Director

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**Job Title:** Community Supervision Officer    **FLSA:** Non-exempt  
**Location:** Atascosa County

**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. A degree or background in criminal justice, psychology, sociology, or social work is preferred. Applicants cannot be employed as a peace officer or work as a reserve or volunteer peace officer and cannot currently be on community supervision, parole, or serving a sentence for a criminal offense.

Applicant must pass a physical, criminal history check and drug test.

**DUTIES:** Supervise a caseload of offenders placed under community supervision for felony and misdemeanor offenses. Specific duties will consist of monitoring the offender's compliance with the 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, providing effective courtroom testimony, and maintaining a high level of professionalism. Applicant must possess good technical writing, interviewing and critical thinking skills to prepare extensive pre-sentence investigation reports.

**PHYSICAL DEMANDS REQUIREMENTS:** 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 moderate to arduous physical exertion, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. Because a Community Supervision Officer must effectively deal with the possibility of physical altercations and is subject to moderate to arduous physical exertion, applicants must be physically capable. Office work requires prolonged periods of sitting and standing, moderate lifting, and walking. Both field work and office work are required of all Community Supervision Officers, and both are essential functions of the job.

This list is not all-inclusive, but covers the main areas of responsibilities.

**SALARY:** Entry Level: \$35,705.00 plus benefits - negotiable based on experience

**CLOSING DATE:** until filled

***Please submit cover letter and resume to:***

Renee Merten, Director

81st & 218th Judicial District CSCD, 1102 3rd Street, Floresville, TX 78114

Or via email: [rmerten@81-218cscd.org](mailto:rmerten@81-218cscd.org)

**\*\*\*Please provide references and certified college transcripts if selected for an interview.**