



**ANDERSON/HOUSTON COUNTY CSCD**

**\*\* ADULT PROBATION \*\***

**611 E Lacy**

**Palestine, Texas 75801**

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



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*Milo Reina, Director*

**POSITION OPENING: COMMUNITY SUPERVISION OFFICER**

**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 to the address listed below. Please include a 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*

**CLOSING DATE:** When filled