

## **ADULT SUPERVISION OFFICER**

### **GENERAL DESCRIPTION**

Performs advance (senior-level) community supervision and correctional duties for adult probationers. Work involves reviewing and investigating cases, and develops and implements supervision plans and recommendations to ensure compliance with policies and procedures, federal, state, and local regulation. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Supervises and counsels community supervision clients

Completes case classification assessment/re-assessments and develops appropriate supervision plans

May act as a liaison with internal staff, community resources and other outside agencies to develop and implement an informed plan of supervision; identifies appropriate rehabilitative services; responds to inquiries from clients and the public

Monitors and enforces Conditions of Community Supervision; escalates violations as proficiently as possible

Prepares and completes pre and post-sentence reports, social and developmental histories and other documentation in accordance with applicable standards, policies and procedures

Provides probationers with structure, discipline, and direction necessary to help identify, understand, and correct his/her problems by using appropriate and effective counseling techniques

Required to make critical and sound decisions during emergencies or potentially dangerous situations

Reviews and maintains case files to ensure compliance with established policies and procedures to maintain funding requirements

Organizes case files in accordance with departmental procedures

Adheres to and complies with Texas State Laws, Probation Standards, Court orders, Department policies/procedures and directives and the Probation Officer's Code of Ethics

May consult with courts, prosecutors (attorneys), law enforcement and other agencies concerning the probationers compliance

May be required to work irregular hours on a flex-time basis and/or travel to high-crime areas during daytime and evening hours

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

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; unless the bachelor's degree is in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology, the person must have: (A) one year of graduate study in one of those fields; or (B) one year of experience in full-time casework, counseling, or community or group work

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

May be required to complete annual training hours as required by the Community Justice Assistance Division

Applicants are subject to an extensive background investigation and may be finger printed

### **Knowledge, Skills, and Abilities**

Proficient knowledge and understanding of the concepts of probation standards and ethics in the State of Texas

Ability to maintain a high degree of professionalism

Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have knowledge of computers and spreadsheets

Must have good writing and communication skills

Must be well organized

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations