



# POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

## Potter, Randall & Armstrong Counties CSCD Job Posting

*Improving lives for a safer community*

**Job Title: COMMUNITY SUPERVISION OFFICER INTERNSHIP**

**SPRING SEMESTER**

### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Assist Supervision Officers in their day-to-day supervision tasks.
- Observe and assist support staff in their duties.
- Assist and observe Court officers in their duties.
- Assist in the preparation of court testimony.
- Observe testimony of Supervision officers in Court.

### ALL CSCD INTERNS:

- Reports for work ready to perform responsibilities.
- Maintains a professional level of confidentiality regarding CSCD matters.
- Supports the CSCD mission and values.
- Upholds and adheres to CSCD safety rules and regulations.
- Performs professional responsibilities as required by CSCD policies, processes and procedures.
- Meets proficiency levels of required technology skills as outlined by the supervisor.
- Incorporates appropriate technology in daily work and exhibits continual growth in technologies as outlined by the supervisor.
- Performs other duties as assigned by Supervisors, Managers and Department Director

### QUALIFICATIONS:

- Currently enrolled in a bachelor's degree program within the United States.
- Ability to speak and write English fluently.
- At least 19 years of age.
- All applicants must be United States Citizens, Lawful Permanent Residents, or have legal and valid work visas issued by the Federal Government.
- All applicants must possess a valid Texas Photo I.D. and a Social Security Card.
- All applicants must be eligible for the intern program per the requirements of their college.
- All applicants must submit to and pass a criminal background check conducted by the Potter County CSCD. Any applicant with an active or pending criminal charge will be disqualified from further consideration as an intern with the Potter County CSCD. Any applicants with a closed/inactive criminal charge will be considered for admission into the internship program on a case-by-case basis.
- All applicants must complete an interview with the interview board.
- All applicants, if selected, must agree to obey all rules, policies, procedures, and guidelines of Potter, Randall, & Armstrong Counties CSCD.
- All applicants must perform their internship time between the hours of 8am and 5pm Monday thru Friday (unless conducting field visits with a supervision officer outside of these normal office hours).

### COMPENSATION:

- Unpaid internship. College credit is available to those who request it, dependent on the approval of your college. This is a part-time internship and we will work with each individual student's schedule.

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**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS HAVE BEEN FILLED**

**To request application, please contact Betty Martinez, HR Manager, via email: [MartinezB@pottercscd.org](mailto:MartinezB@pottercscd.org) or call 806-378-3829.**

Potter, Randall and Armstrong Counties CSCD, 900 S Polk Street, Suite 900, Amarillo, TX 79101-3412

**References and certified college transcripts will be required if selected for an interview.**