



POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY  
SUPERVISION AND CORRECTIONS DEPARTMENT

**Job Posting (reviewed 2/2025)**

*Improving lives for a safer community*

**Job Title:** COMMUNITY SUPERVISION OFFICER I

**FLSA STATUS:** NON-EXEMPT

**BENEFITS:**

- Medical, Dental, Vision, Life Insurance, Dependent Life Insurance, Short Term/Long Term Disability.
- 20 Year Retirement with 210% match with TCDRS and paid retirement medical insurance for life with ERS.
- 2 weeks paid vacation (increases with longevity)
- 13 Paid holidays per year
- Paid sick days

**Job Summary:**

The CSO I is responsible for providing efficient and effective casework service for a diversity of clients under this jurisdiction and demonstrating teamwork within the unit.

**Essential Duties and Responsibilities:**

- Supervises a diverse caseload of misdemeanor and felony clients in accordance with Departmental policy and procedures.
- Administers TRAS and develops appropriate case plans per Department standards.
- Makes appropriate referrals to facilitate supervision.
- Conducts office, telephone, virtual, collateral and field contacts in accordance with Department caseload standards. The nature and extent for supervision contacts with clients shall be completed as specified in supervision standards.
- Communicates with other in-state community supervision and corrections departments concerning a client's progress.
- Documents all client contacts in the computerized Corrections Software Solutions and updates records on each client.
- Monitors the client's compliance with court ordered conditions of community supervision.
- Scans in casework in accordance with Departmental procedures.
- Coordinates with agencies, facilities, and/or providers to facilitate appropriate treatment based on the needs of the client.
- Presents a professional image through personal example and leadership.
- Builds and maintains professional, cooperative relationships with clients, CSCD staff, judicial staff, and the general public.
- Consults with courts, prosecutors, law enforcement and other agencies concerning the client's compliance.
- Is prepared in the courtroom to provide community supervision related service to the court, including testimony when needed.
- Ensures payment of all court ordered financial obligations by the client.
- Accounts for office equipment and furniture, such as computers, monitors, desks, chairs, bookcases, etc. in assigned area.
- Conducts drug test on clients as required, including weekends as assigned.
- Performs other duties as assigned by the Unit Supervisor or Director.
- This job requires work to be performed in person and on site to perform the essential functions of the position.

**Working Conditions:**

The CSO works primarily indoors and in a primarily sedentary position, with some movement around the office to perform the functions of the position. The CSO occasionally travels to court or to other offices. The CSO is occasionally required to work with or move office equipment which can weigh up to 20 pounds.

**All CSCD employees are responsible for the following:**

- 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.

**QUALIFICATIONS:** The CSO I must meet the minimum standards for Community Supervision Officers in Texas, as stated in Standards TDCJ- CJAD, Article 16.33 and Government Code Chapter 76, Section 76.005; must have the ability to efficiently utilize word processing software and other specialized software programs necessary for communication, reporting and record keeping requirements of Community Supervision Officers in this Department. The CSO I will have good verbal and written skills and must have interpersonal skills necessary to deal with clients, public, co-workers, court personnel and personnel of other agencies and Departments. Must possess a valid Driver's License, current liability coverage and pass a background check and drug test. A bachelor's degree is required (preferred Criminal Justice, Social Work, Sociology).

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**STARTING SALARY:** \$47,004 annually

**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.