



MONTAGUE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

P.O. Box 25
Montague, Texas 76251
(940) 894-2222
Fax (940) 894-2616

Cody Busby
Director

JOB ANNOUNCEMENT

- JOB TITLE:** Community Supervision Officer
- LOCATION:** 97th Judicial District Community Supervision and Corrections Department.
Montague, Texas.
- JOB SUMMARY:** Supervise individuals placed on community supervision by the Courts. Specific duties will be determined by the type of caseload assigned and may include, but not be limited to: monitoring the probationer's compliance with the orders of the Court through routine office and field contacts to ensure community safety, provide offenders referrals for services to address criminogenic needs, maintain accurate case files through chronological entries/documentation, monitoring drug test for female defendants, conducting assessments and evaluations, create individualized case plans, reporting violations of probation to the courts and/or proper authorities in a timely manner, court testimony and working closely with other law enforcement agencies and the Courts.
- QUALIFICATIONS:** Applicants must possess at a minimum a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Bachelor's degrees in Criminal Justice, Psychology, Sociology will take precedence. Furthermore, applicants cannot be employed or volunteer as a peace officer, nor can an applicant currently be on probation, parole, or serving a sentence for any criminal offense.
- REQUIREMENTS:**
- Must be able to communicate effectively both orally and in writing
 - Must be proficient in computer skills that include MS Word, Excel and must be able to navigate database software.
 - Possess valid driver's license and be insurable.
 - Must pass a background check and drug screen
 - Be able to able to perform work-related travel, successfully complete the community supervision officer certification program, and pass the mandatory state certification exam.
 - Follow departmental polices and maintain a professional appearance.
- SALARY/BENEFITS:** Salary will be based on education level and experience. Employer paid health insurance, TCDRS retirement plan, paid sick leave, paid vacation, and paid holidays.
- HOW TO APPLY:** Send professional cover letter and resume to Cody Busby, Director at cbusby@97thcsd.com