

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request the assistance.

	<p>Date Posted: July 10, 2024          Closing Date: Open Until Filled          Positions Open: 1</p>
Position:	Community Supervision Officer
Department	Community Supervision and Corrections (Adult Probation)
Salary	Minimum Salary starts at \$50,000
Position Description	Community Supervision Officer will provide responsible supervision to assigned clients in order to ensure compliance with court conditions, thereby, providing service to the courts, the community, and the clients.
Duties	<ul style="list-style-type: none"> <li>• Supervise Clients to monitor compliance with orders of the courts</li> <li>• Perform case management duties to include: maintaining chronological records, preparing court related documents, testifying in court, referring clients to appropriate community resources, make outside face to face and collateral contacts with clients, carryout drug testing on clients, and other related duties.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Must have a minimum of a Bachelor's Degree conferred by an accredited institution of higher education. A social science related degree is preferred, and Spanish speaking ability is a plus.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be able to communicate effectively both orally and in writing.</li> <li>• Must possess valid Driver's license with a good driving record and be insurable under the department's automobile insurance program.</li> <li>• Must have effective organizational and time management skills.</li> <li>• Must Pass a background check and drug screen</li> <li>• Must be able to perform limited work related travel, successfully complete week long certification program, and pass the mandatory certification exam.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Compensatory pay for Spanish speaking.</li> </ul>