CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST

Job Title: Community Supervision Officer (Probation Officer)	**Job Announcement Number:** CCA 24-0001		
Department: Cass County CSCD	**Salary:** $40,000 to DOE	**Position Type:** Full Time: **X** Part Time: [ ] Temporary: [ ]	
Additional Position Information:			

POSITION DESCRIPTION

Summary Statement of Work Performed:
Supervise felony and misdemeanor offenders who are placed on probation by the Courts.

Supervise offenders including casework, case reports, prepare pre-sentence investigation reports, and prepare court recommendations in sentencing hearings.

Work closely with offenders, conduct field visits, and computer entry.

POSITION SPECIFICATIONS

Education: Bachelor's Degree from an accredited college, preferably in Criminal Justice, Corrections, Social Work, Psychology, or Sociology. Other degreed applicants may qualify with one (1) year experience in full-time casework or counseling.

Personal Job-Related Skills: Must have interpersonal skills necessary to deal with clients, public, co-workers, Court personnel and personnel of other agencies and departments. Demonstrate good listening writing, time management, and analytical skills.

Experience: Prior casework background a plus

Physical and Mental Requirements: Maintain a calm demeanor and be able to treat all with dignity and respect and be able to use conflict resolution skills.

	HOW TO MAKE APPLICATION
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX UNTIL 5-16-24	**For An Application Contact:** **Cass County Treasurer** **PO Box 152- Linden, TX 75563** **2nd Floor, Cass County Law Enforcement and Justice Center or** **Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.**
Resumes without an application form will not be accepted	**EQUAL OPPORTUNITY EMPLOYER** **Auxiliary aids and services are available upon request to individuals with disabilities.**