



ROBERTSON COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT

P.O. Box 566  
Franklin, Texas 77856  
(979) 828-3226

Aldo Dominguez  
Director

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**Position Opening: Community Supervision Officer (CSO)**

**Closing Date:** Until Filled

**Minimum Qualifications:**

1. A Bachelor's Degree from an accredited institution of higher learning.
2. Cannot be employed as a peace officer, reserve peace officer, volunteer police officer and/or hold a peace officer's license.
3. Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.
4. Must pass a background check.
5. Must possess a valid Driver License.
6. Must pass a drug screen.
7. Must complete CSO Certification within twelve (12) months of hire date.

**Starting Salary:** \$45,000.00 to \$50,000.00

**Job description**

The Robertson County Community Supervision and Corrections Department (CSCD) is looking for a Community Supervision Officer (CSO) to perform essential job functions necessary to supervise court ordered probation cases.

**Duties Include but not limited to:**

- Supervise felony and misdemeanor caseloads court ordered to probation in accordance with department policies and CJAD Standards
- Administers intakes to new clients reviewing conditions of probation
- Administers assessments and interviews to determine supervision levels
- Develops case plans based on assessments and makes referrals to any subsequent treatment as needed
- Prepares and submits Violation Reports and Motions to Revoke as needed
- Conducts Pre/Post-Sentence Investigation Reports
- Testify in court hearings/proceedings as requested
- Witness same sex urine collections and conducts drug testing
- Keeps accurate and detailed documentation of case progress through computerized data entry
- Perform field visits as stated in department policy
- Supervises out of county transfer in cases as well as occasional out of county transfer out cases
- Must be willing and available to teach programs after hours if needed
- Other duties as assigned by Director

**RESUMES MUST BE E-MAILED TO ALDO.DOMINGUEZ@CO.FALLS.TX.US**