

**Luvina Hartman
Director of Services**



**Honorable John Pool
109th Judicial District Judge**

**Honorable Roy Hodges
Crane County Judge**

**Community Supervision and Corrections
Department**

JOB ANNOUNCEMENT

Crane County Adult and Juvenile Probation Departments are now taking applications for the position of administrative assistant. Applicants must have a high school diploma or equivalent to a high school diploma with at least two years of experience. This experience should include, but not be limited to the following: knowledge of Microsoft Office software Word, Excel, and general bookkeeping practices. Experience with CaseTrak and JCMS software is a plus. Ability to multi-task; possess strong verbal and interpersonal skills. Being bilingual would be helpful. The position is a full-time benefitted position with a retirement plan. Applicants must have a valid Texas driver's license. Applicants must be able to pass a criminal background check, pass a drug screening and pass a physical. Interested persons may pick up a job application from the following location:

Crane County Probation Department
201 W. 6th Street, Suite 200
Crane, Texas 79731

Completed application, resume and cover letter need to be returned to the following location by _____ :

Crane County Probation Department
Attn: Luvina Hartman
201 W. 6th Street, Suite 200
Crane, Texas 79731

Luvina Hartman
CSCD Director

Crane County CSCD
201 W. 6th St. Room #200
Crane, TX 79731

Honorable John Pool
109th District Judge

Roy Hodges
Crane County Judge

JOB VACANCY ANNOUNCEMENT

JOB TITLE: Community Supervision Officer/Juvenile Probation Officer (Dual)

LOCATION: CRANE COUNTY, TEXAS

QUALIFICATIONS: Must have a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. The degree must be in criminal justice, criminology, rehabilitative studies, or a related field with a minimum of 2 years of experience in casework. Applicants must be certified as a Community Supervision Officer/Juvenile Probation Officer or be able to obtain certification(s) within 1 year of appointment. Meet and maintain CJAD/TJJD training requirements. Applicants must be able to pass a criminal background check, pass a drug screening and pass a physical. A valid driver's license and liability insurance are required.

DUTIES: Supervise a caseload of adult offenders placed under community supervision and juveniles placed on juvenile probation. Duties may include but are not limited to the following: CSO duties-conduct pre/post sentence reports, enforce orders of the court and monitor offender's compliance with conditions of community supervision, conduct office and field visits, drug testing, prepare referrals for services and programs to address criminogenic needs, conduct assessments and supervision plans, report violations to the court, maintain case files and chronological reports/documentation. JPO duties-supervise and counsel juvenile probationers and their parents to resolve problems and improve behavior, conduct office, home, and school visits, assessments, referrals, case plans, and case staffing meetings. Provide transportation to placement facilities, document all contacts, and prepare required reports. Monitor progress and work to improve behavior and resolve problems. Maintain an on-call schedule. Perform other duties as assigned by the CSCD Director and Juvenile Board. Applicants must be willing to relocate to Crane County.

SALARY: Depending on experience.

CLOSING DATE: Until filled.

Please request an application at Crane County CSCD office at the address above. Please return the completed application along with a current resume, the most recent college transcript(s), and a sample of technical writing skills, such as a cover letter to:

**Luvina Hartman
201 W. 6th St. Room #200
Crane County Courthouse**

APPROVED FOR POSTING:

Luvina Hartman, Director of CSCD

Date

John Pool, Presiding Judge

Date