



BASTROP COUNTY CSCD

104 Loop 150 West Suite 103 Bastrop, TX 78602

An Equal Opportunity Employer

Title: Community Supervision & Corrections Officer	Opening Date: December 29, 2023	Application Deadline: Until Filled	
Department: Bastrop County CSCD	Starting Salary: \$45,000 yr	Location: Bastrop, Texas	Travel: As necessary

EXTERNAL/INTERNAL JOB POSTING

**An Adult Probation job application is required to be submitted at the following address:
Bastrop County: 104 Loop 150 West, Suite 103, Bastrop, Texas 78602 or by fax (512) 321-1511**

**PLEASE DO NOT TURN IN APPLICATION TO BASTROP COUNTY HUMAN
RESOURCES**

Brief Job Description: This position is responsible for supervising adults offenders who have been placed on probation. Work also involves supervising casework for adult offenders, including face-to-face contact with probationers on a one-to-one basis and/or group process; collateral contact with probationers at home or elsewhere; chronological recording of probationers' activities, and attendance at court hearings and providing reports as required. The work is done under general supervision and according to laws and well-defined rules and procedures. The nature of the work requires the exercise of independent, mature judgment in the supervision of others.

Knowledge, Skills, and Abilities: Must possess knowledge of Texas Department of Criminal Justice/ Community Justice Assistance Division (TDCJ/CJAD) standards for CSCD's; advanced principles and practices of criminal laws applicable to adult offenders; safety and security procedures and practices of counseling and guidance techniques, and of facility rules and regulations. Must be able to counsel probationers and use community resources in case planning; consult with outside agencies related to probation work; prepare social histories, vocational records, and related documents, and presentence investigations when required by the District Judge. Must be able to maintain order and discipline, to respond quickly to emergencies, plan and implement adult programs, and communicate effectively.

Minimum Qualifications: Graduation from an accredited college with a bachelor's degree, (Criminal Justice preferred) including one year of related work experience or graduate study. Must possess a valid drivers' license.

Physical Demands: Includes walking, standing, sitting, squatting, bending, kneeling, and/or lifting up to 25 lbs. Work activity will be mostly inside with occasional office errands

Bastrop County CSCD does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

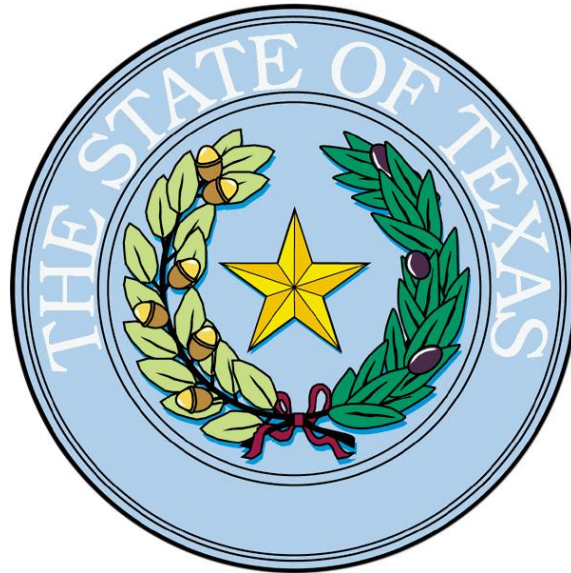
An Adult Probation CSCD Job Application is required, and can be found following this job posting. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County CSCD Adult Probation @ 104 Loop 150 West Suite 103 Bastrop, TX 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop Adult Probation may subject you to a criminal background check.

Last Name: _____ First Name: _____ Middle Initial: _____

21st, 335th & 423rd Judicial Districts

Bastrop, Burleson, Lee Washington Counties Community Supervision & Corrections Department

APPLICATION FOR EMPLOYMENT



(Please print and fax to **(512) 321-1511** after filling out)

APPLICATION OF EMPLOYMENT

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Last Name: _____ First Name: _____ Middle Initial: _____

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

Date of Application: _____

PERSONAL INFORMATION

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone: _____ E-mail _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:
 Yes **No**

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of a felony or misdemeanor? **Yes** **No**
If you answered yes, please explain:

Have you ever served in the U.S. Military? **Yes** **No**

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____
I served from _____ to _____.

Special Honors:

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Phone # _____

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Phone # _____

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Phone # _____

Reason for leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address

Did you graduate? Yes No

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No

Degree: _____ Major: _____

Special honors or awards: _____

Last Name: _____ First Name: _____ Middle Initial: _____

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Reference #1

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone Number: _____

Reference #2

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone Number: _____

Reference #3

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION:

Position Specifications

Position Applying For: _____

Have you ever filed an application with us before? Yes No, If yes, give date: _____

Have you ever been employed with us before? Yes No, If yes, give date: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

When would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any other special skills you have:

Computer: (MS Word, Excel, etc.) _____

Languages Spoken (other than English): _____

Other:

APPLICANT: PLEASE READ

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ Date _____