

## JOB DESCRIPTION



**Position** – County Community Services Coordinator  
**Department** – Milam County Judge’s Office  
**Reports To** – Milam County Judge

### Primary Duties

The primary duties of this position are to manage, direct, and supervise, coordinate and plan individuals required to perform community service as a condition of their probation

### Essential Jobs Functions

- Supervise both felony and misdemeanor defendants that are required to perform community service as a condition of their probation.
- Assist in the development of appropriate placement opportunities within the community.
- Represent the department in dealing with local non-profit agencies in conjunction with CSR contracts.
- Possess excellent communication skills (Written and Verbal).
- Collect and maintain timely reporting of information necessary for the successful operation of the program.
- Provide regular feedback to supervising probation officers.
- Maintain and update computer records for all defendants performing CSR work.
- Must be able to work some Saturday's and Sunday's.
- Perform other duties as assigned.
- Applicant will need to be able to operate a truck and trailer. Also, the applicant should have basic lawn equipment knowledge.
- The applicant will be supervising offenders placed on probation who are completing their community service hours.

### General Qualification Guidelines

#### **Required Knowledge**

- Has general knowledge of basic clerical and record keeping methods and principles.

#### **Required Skills**

- Able to establish and maintain effective working relationships with volunteers, public officials, law enforcement agencies, media representatives, and the general public.
- Requires the ability to apply rational systems to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Requires the ability to read a variety of reports, correspondence, warrants, evidence reports, forms, etc. in English.

#### **Education/Experience**

- High School diploma or equivalent.
- Two years' experience in the criminal justice field or at an approved related agency.
- Participate in continuing professional education programs as required and/or necessary.
- May require registration, certification, or licensure in a specialty area.
- A valid Texas Driver’s License.