

JOB ANNOUNCEMENT

EMPLOYMENT POSTING

Position: CaseWorker 1

Pay: \$12.00/hr plus benefits

Reports to: Deputy Director

CLOSED WHEN FILLED

Primary Tasks:

Ensure financial compliance of indirect caseload. Process all incoming/outgoing correspondence of indirect caseload. May attend court hearings such as but not limited to Motion to Revoke, Status Review and/or Early Termination hearings. Establish contact either in person, email, or verbally (telephone) with law enforcement agencies, court personnel, defense attorneys, other supervision departments/supervision officers, offenders and other applicable agencies and/or personnel.

Major Activities:

1. Perform financial management of indirect caseload; conduct financial audits of court-ordered fees of individual indirect cases. This includes but not limited to sending delinquent notices to offenders. Prepare financial statistical reports related to the delinquent status of assigned caseload.
2. Process all incoming/outgoing correspondence/ telephone contacts through electronic documentation within the Corrections Software System (CSS). Examples of correspondence: monthly report forms, request/response forms, progress and conduct reports, requesting of offense/arrest reports, obtaining certified copies of judgments, etc., Respond to requests for information on a timely basis.
3. Prepare Motions to revoke community supervision in a timely manner for approval by the supervisor. Submit and file said Motions with the proper court. Scheduling offenders for Court, such as status review hearings, and provide appropriate Court departments with proper notification of said hearings.
4. Review termination calendars, conduct criminal background checks, maintains current & updated information (such as address, employment & telephone information) pertaining to each offender assigned to caseload, review jail log on daily basis, maintain calendar with court information - revocation, status review, early termination hearings, review & maintain indirect listing for monthly report. Request & conduct random urinalysis on offenders.
5. Staff cases scheduled for Court hearings with Deputy Director or Director for appropriate recommendations.
6. Meet with Director/Deputy Director on regular basis to discuss any issues/concerns pertaining to indirect caseload.

Skills needed: Must be able to comprehend and comply with departmental policy and procedures, case records and related moderately complex records and files. Apply and interpret rules or policies to routine and non-routine work situations. Prepare reports independently, communicate effectively either oral &/or written format and must be able to follow and give oral and written instructions. Must possess proper telephone etiquette and interview skills. Ability to effectively utilize word processor and appropriate software, i.e. Microsoft Word, Excel, CSS, etc., Perform bookkeeping/ accounting tasks and general office skills. Proficient keyboarding skills, with accuracy.

Qualifications & Requirements: Must meet attendance requirements (attend work on a regular daily basis without two or more absences during the month). Must possess valid Texas Driver's License and provide proof of valid insurance. Must have the capability to perform assigned tasks proficiently with minimal training and supervision. Must be willing to assume other duties or responsibilities as assigned by Director or a member of management and be a team player.

Knowledge: Must have knowledge of automated systems, procedures, and applications.

Education: *Preferred* Education: Minimum of 30 college hours or a [Bachelor's of Arts/Sciences from an accredited institution of higher learning](#). Experience in the general criminal justice or social services field is a plus.

Reporting Relationship: Caseworker 1 reports to the Deputy Director.

Additional Requirements: Prefer fluency in both Spanish and English. Fluency must extend to the capability to provide instructions and explain policy and/or procedures, must be able to respond to telephone inquiries in Spanish.

2/27/14