

## KLEBERG-KENEDY COMMUNITY SUPERVISION &amp; CORRECTIONS DEPARTMENT

## JOB DESCRIPTION

Position: Caseworker  
Pay: Contingent upon experience and skills  
Reports to: Michelle James, Supervisor  
Supervision: Not applicable – No subordinate staff

**PRIMARY TASKS:**

Supervise an indirect caseload of 200-300 offenders. Tasks include management of financial records, maintain contact with offenders through office visits, administrative conferences, court hearings, written correspondence, telephone calls and contact with other CSCDs. Extensive data entry for documentation purposes of caseload information. Handle all incoming correspondence of indirect cases. May have to report to court for Motions to Revoke (MTRs) & coordinate hearings such as Notices to Appear and status reviews. Conduct jail visits for interviewing purposes and updating records such as Post-Sentence Investigations. Meet with law enforcement agency representatives, court personnel, i.e. County Attorney, Assistant District Attorney, etc., and telephone contact with Interstate Compact.

**MAJOR ACTIVITIES:**

- 1) Perform financial management of indirect caseload; conduct financial audits using financial statistical reports of Court-ordered fees for individual indirect cases by sending correspondence, telephone contacts and/or office visits, etc.
- 2) Supervise offenders on indirect supervision by maintaining contact through office visits, administrative conferences, correspondence, telephone, status reviews and any other required court hearings. Additional contact must be maintained with other CSCDs by telephone &/or correspondence.
- 3) Contact with law enforcement agencies throughout the United States for purpose of obtaining offense/arrest reports. Contact with District &/or County Attorneys and District &/or County Clerks Departments for purpose of obtaining certified dispositions. Contact with court coordinators for purposes of scheduling offenders for court hearings.
- 4) Process all correspondence & complete data entry of all incoming & outgoing correspondence for example, documents regarding delinquency status, technical violations & subsequent offenses, progress reports, request/response forms, etc. Respond to requests for information on a timely basis.
- 5) Review, prepare & present to supervisor Motions to Revoke based on violations. Submit and file same in the proper court.
- 6) Handle all termination cases for assigned caseload, conduct criminal background checks and update cases with financial status.
- 7) Maintain calendar with court information, status reviews, termination listings, administrative conferences, office visits, etc.
- 8) Attend and participate in Sanctions Team meetings as scheduled.
- 9) Must be willing to assume other duties or responsibilities as assigned by Management or immediate supervisor.
- 10) Conduct urinalysis on female offenders incarcerated or during office visits, etc.

**SKILLS NEEDED:**

Establish & maintain moderately complex records or files. Must have ability to multi-task in a demanding environment, requiring attention to detail & capacity to meet reoccurring deadlines. Additionally, must possess a professional demeanor, excellent administrative, organizational and professional skills. Must have solid command of office protocol & administrative support skills, as well as accuracy in grammar, spelling, punctuation & proofreading. Apply & interpret rules and policies to routine & non-routine work situations. Prepare reports independently, communicate effectively in both English & Spanish, follow & give oral & written instructions in both English & Spanish, proficient keyboarding skills & acceptable knowledge of software, i.e. MS Windows/Office – Word, Excel, Adobe Acrobat and other basic computer software, etc. Perform bookkeeping tasks and type at least 45 wpm with accuracy. Discretion & the ability to maintain confidentiality are essential.

**QUALIFICATIONS:**

Must meet attendance requirements (attend work on a regular daily basis without excessive absences considered to be more than two absences per month). Each task must be performed proficiently with minimal supervision following a six- week orientation & training period.

**KNOWLEDGE:**

Must have knowledge of automated systems, procedures and applications.

**EDUCATION:**

Preference will be given to individuals who have a minimum of 60 college hours or a Bachelor's of Arts/Sciences from an accredited institution of higher learning. Preferred field of study shall be in accounting, finance or from the college of liberal arts. A minimum of two years work experience in related field may be substituted for college education.