

**JOB POSTING FOR THE POSITION OF:
COMMUNITY SERVICE RESTITUTION COORDINATOR**

EMPLOYER: Kleberg County Community Supervision and Corrections Department seeks mature, dependable individual to supervise participants of the Community Service Restitution Program (an established program of the CSCD.) A Department vehicle will be provided for the Coordinator's use.

RATE OF PAY: Negotiable/Commensurate with experience.

BASIC FUNCTION:

The CSR Coordinator is responsible for all Community Service Restitution activities as assigned to the participant. The Coordinator insures that participants complete a specified number of community service hours within a designated time frame as ordered by the court.

MAJOR DUTIES:

1. Provide Orientation to defendants when referred by supervising officer by explaining CSR rules & regulations and safety guidelines, and assigning a work site based on Job Skills inventory, employment/unemployment status, transportation, and health issues.
2. Coordinate with all work site agencies maintaining daily communications (if necessary) to monitor CSR activities.
3. Data Entry of any CSR hours worked by defendants on a weekly/monthly basis (depending on how often work site turns in timesheet/agreement) into the CSR module – AS400 system.
4. Follow up on all referrals made by CSOs and closely monitor defendant's compliance with CSR program. Review and staff problem cases with CSOs on as needed basis (monthly or more frequently, if needed).
5. Report non-compliance by defendants to CSOs when failing to report to orientation or report to work site agencies, failing to adhere to CSR rules, and any other unacceptable behavior.
6. Report defendant's CSR completion to appropriate agency and supervising officer.
7. Maintain annual calendar of scheduled activities and projects (i.e. "Adopt-a-Highway" Project and "Tax Clean-up" Project, etc.)
8. Assist and cooperate with all work site agencies on special projects, and events.
9. Monitor defendant's CSR program completion
10. Perform other related duties as assigned by supervisor.

QUALIFICATIONS:

Knowledge:

The Community Service Coordinator must be knowledgeable in landscape/gardening, report writing, record keeping, must have good public relations skills, able to coordinate and supervise people and general knowledge in small equipment and hand tools.

Skills:

Use interpersonal skills to establish/maintain rapport with defendants and work site agencies so that CSR activities are administered properly. Shall be computer literate, demonstrate proficiency with keyboarding, have report writing skills, record keeping skills, strong verbal and written communication skills.

Experience:

Landscape/garden skills, supervisory experience, experience with general maintenance services and people oriented.

REPORTING RELATIONSHIP:

The Community Service Restitution Coordinator reports to the Deputy Director of Operations.

WORKING CONDITIONS:

Office and field environment to include working with all taxing entities (City, County, Water, etc.)

ADDITIONAL REQUIREMENTS:

Must possess a valid Texas Driver's License; must have a telephone number at which they can be reached; must have reliable transportation, must have appropriate automobile insurance; and shall demonstrate proficiency with keyboarding. Must have High School Diploma or equivalency.

Closed when filled.

Applicants selected for pre-screening will be expected to pass a computer skills test. Upon selection for consideration of employment, applicant shall be expected to pass a drug screen and criminal background check.