

**Employment Opportunity  
County Attorney's Office  
Community Service Supervisor -Annual \$34,900**

The Llano County Attorney's Office is accepting applications for a Community Service Supervisor. This is a full time position. This position is the responsibility for planning, supervising, and monitoring offenders carrying out community service orders. This position reports to the county attorney and coordinates with other agencies, including, probation officers, corrections officers and case managers. Will also engage in prisoner transport from the jail to county and district court. The position does not supervise community service for incarcerated persons. Offenders supervised shall be either probationers who are not currently incarcerated or persons working community service hours as part of the Pre Trial Intervention program administered by the County Attorney's Office. This position does not and shall not interact with incarcerated persons at any time other than occasional prisoner transports as requested by the Llano County Sheriff's Office and approved by the County Attorney.

Job Location: County Attorney's Office, 801 Ford Street, Llano, Texas 78643  
Job open until filled

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the County Attorney's Office @ 325-247-7733

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Community Service Supervisor**

**Base: L7**

**FLSA: Non-Exempt**

**Department: County Attorney**

**EEO: 04**

**Reports To: County Attorney**

### **Summary:**

This position has the responsibility for planning, supervising, and monitoring offenders carrying out community service orders. This position reports to the county attorney and coordinates with other agencies, including, probation officers, corrections officers and case managers. Will also engage in prisoner transport from the jail to county and district court. The position does not supervise community service for incarcerated persons. Offenders supervised shall be either probationers who are not currently incarcerated or persons working community service hours as part of the Pre-Trial Intervention program administered by the County Attorney's Office. This position does not and shall not interact with incarcerated persons at any time other than occasional prisoner transports as requested by the Llano County Sheriff's Office and approved by the County Attorney.

### **Essential Functions:**

- Provide supervision of offenders while they are performing community service work
- Monitor and complete daily attendance sheet, recording hours and comment on performance
- Monitor offender behavior and use appropriate strategies as they arise; manage situations requiring discipline with appropriate use of authority
- Complete Incident/accident reports in a concise, factual manner
- Ensure all records relating to work party supervision are accurate and completed in accordance with organizational requirements
- Ensure project tasks are completed to a standard that is acceptable and concerns are dealt with as they arise
- Prisoner transport from the jail to county or district court or to other facilities as approved by County Attorney

### **Knowledge, Skills and Abilities:**

- Communicates confidently, clearly and articulately
- Ability to respond to difficult offenders
- Uses a range of strategies to influence and motivate
- Must be well organized, have a positive attitude, honest and trustworthy
- Basic knowledge of MS office applications

**Education and Experience:**

- High School diploma or equivalent
- 2 years' experience as a certified peace officer, jailer or at a probation department

**Requirements:**

- Must possess a valid Texas driver license
- Must be willing to work weekends
- Must maintain a current first aid certificate
- Must be bonded and hold a TCOLE jailer's license

**Physical Demands and Work Environment:**

- Physical stamina and ability to work in a stressful, potentially dangerous environment
- Must be able to walk and stand for a (12) twelve-hour shift
- Ability to restrain inmates

*This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

**Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_, and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date