

Natalia Cortez

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SUMMARY

Adult probation and **pretrial supervision** professional with five years of **correctional casework** supporting **court ordered conditions**, risk based reporting, accurate records, and client accountability. Manages adult caseloads through office and residence contacts, **criminal history research**, drug testing, electronic monitoring, referrals, and clear status reporting. Works closely with judges, prosecutors, law enforcement personnel, counselors, human services providers, families, and employers while protecting due process and public safety. Prepares factual case notes, progress summaries, violation information, dismissal documents, and court testimony. Bachelor of Science in Criminal Justice supports practical knowledge of TDCJ CJAD standards, ethics, confidentiality, and community supervision. Bilingual English and Spanish communication helps clarify expectations and connect clients with appropriate services. Brings steady judgment and dependable follow through to each supervision decision.

EXPERIENCE

Pretrial Supervision Officer

January 2024 to Present

Cross Timbers Justice Services

Fort Worth, TX

Manage adult pretrial caseloads involving court ordered reporting, residence verification, drug testing, electronic monitoring, case documentation, referrals, and court communication. Apply documented risk and compliance information when setting contact schedules, addressing concerns, and coordinating factual updates with justice system partners.

- Set **risk based reporting** schedules for adult clients, improving follow through on **court ordered conditions**.
- Conducted **residence contacts** and explained bond requirements in English or Spanish, clarifying expectations for clients.
- Reviewed **criminal history** and current charge information, then updated supervision plans for court partners.
- Prepared case notes, status summaries, and court documents covering residence, employment, family contacts, and violations.
- Coordinated prosecutors, judges, **law enforcement**, counselors, and providers around referrals and compliance concerns.
- Collected **urine specimens** and supported electronic monitoring assignments, providing factual testimony about client adherence.

Community Supervision Case Officer

July 2022 to December 2023

Brazos Community Corrections

Weatherford, TX

Supervised **adults** under community based court requirements through structured reviews, office and field contacts, electronic files, referrals, progress reporting, and ethical case actions. Balanced changing risk information with client needs while presenting verified facts for **justice system** decisions.

- Used structured case reviews to adjust **reporting schedules** when risks, needs, or **compliance** patterns changed.
- Maintained electronic files with verified residence, **employment**, family, legal history, contact, and referral information.
- Conducted client and reference interviews, using **limited counseling** techniques to clarify requirements and next steps.
- Referred clients to substance use, behavioral health, employment, and community services, tracking provider communication.
- Prepared violation and progress summaries that separated verified facts from client statements for case decisions.
- Applied confidentiality, safety, and ethical standards during contacts while completing scheduled case actions.

Casework Specialist

October 2021 to June 2022

North Central Reentry Services

Denton, TX

Provided structured casework for justice involved adults, building practical experience in interviews, computerized records, referrals, compliance monitoring, data reporting, and community service coordination. Supported continuity through accurate information, timely follow up, and professional boundaries during client contacts.

- Recorded residence, employment, **family ties**, legal history, appointments, and service needs in computerized records.
- Used screening information and supervisor guidance to identify clients needing closer follow up and scheduled contacts.
- Coordinated **counselors** and community agencies around substance use, behavioral health, housing, and employment needs.
- Prepared Word based case summaries and data reports from multiple records for partner review.
- Applied structured interviewing during client contacts, helping clarify service needs and required appointments.
- Maintained safety practices and professional boundaries while developing knowledge of justice processes and supervision ethics.

PROJECTS

Pretrial Compliance Records Initiative 📅 2026

Accurate records protect fair decisions. Built a practical case documentation approach around contacts, residence, employment, family ties, charges, referrals, and compliance updates, supporting clearer communication across justice system partners.

Bilingual Community Referral Network 📅 2025

People respond better when expectations and resources are clear. Coordinated bilingual referral practices linking justice involved adults with counseling, substance use, behavioral health, housing, and employment support.

LEADERSHIP & AWARDS

- Recognized for dependable case follow through and accurate supervision documentation across active adult caseloads.
- Selected for consistent coordination with justice system partners, counselors, and community service providers.

EDUCATION

Bachelor's Degree in Criminal Justice

2021

Texas Woman's University GPA: 3.5

Denton, TX

Coursework: Criminal Law, Corrections, Counseling, Sociology, Criminal Justice Research

CERTIFICATIONS

- Community Supervision Officer Ethics and Standards Training 📅 2025
- Criminal Justice Information Security Awareness Training 📅 2026

TECHNICAL SKILLS

- **Case Management Systems:** Computerized case records, data entry, file maintenance
- **Justice Information Research:** Texas Crime Information Center, National Crime Information Center, law enforcement queries
- **Office Productivity:** Microsoft Word, electronic files, status reports
- **Supervision Methods:** Risk assessment, reporting schedules, office contacts
- **Field Casework:** Residence contacts, family references, employment verification
- **Court Processes:** Court testimony, dismissal documents, judicial signatures
- **Substance Testing:** Urine specimen collection, drug use analysis, testing documentation
- **Electronic Monitoring:** Monitoring equipment, residence verification, assignment support
- **Client Services:** Limited counseling, community referrals, resource coordination
- **Justice Partnerships:** Judges, prosecutors, law enforcement, human services
- **Compliance Records:** Case notes, progress summaries, violation reports
- **Professional Standards:** TDCJ CJAD standards, code of ethics, confidentiality

SKILLS

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|-------------------------------|-----------------------------|-------------------------|---------------------------|
| • Pretrial Supervision | • Case Management | • Crime Center Queries | • Limited Counseling |
| • Adult Community Supervision | • Court Documentation | • Drug Testing | • TDCJ CJAD Standards |
| • Correctional Casework | • Court Testimony | • Electronic Monitoring | • Bilingual Communication |
| • Risk Based Reporting | • Criminal History Research | • Community Referrals | |

PROFESSIONAL AFFILIATIONS

- Community supervision collaboration with judges, prosecutors, law enforcement personnel, counselors, and human services providers.
- Justice involved adult support through family, employer, reference, and community resource communication.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST