

**258<sup>th</sup> & 411<sup>th</sup> JUDICIAL DISTRICT CSCD  
SERVING POLK, SAN JACINTO AND TRINITY COUNTIES**

**POSITION OPENING: COMMUNITY SUPERVISION OFFICER**

**LOCATION:** Livingston Office

**SALARY:** \$28,000.00 per year or Negotiable based on experience.

**EDUCATION REQUIREMENTS:**

- Applicants must have acquired a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and
- Unless the bachelor's degree is in criminology, corrections, counseling, law, social work, psychology, sociology, or a related field that has been approved by the CJAD director, the person must have:
  - a. One year graduate study in one of those fields, or
  - b. One year of experience in full-time casework, counseling, or community or group work that has been approved by the CJAD director.

**JOB DESCRIPTION:**

Supervise and counsel probationers; refer probationers to appropriate placement officer; insure court ordered conditions of probation are followed; home visits of probationers; submit violation reports on all violations to District Attorney or County Attorney; complete pre-sentence reports if requested; case classification; chronological reports; drug screening; advise Assistant Supervision Officer regarding specific needs of all indirect cases; court testifying; maintain a professional rapport with all individuals and agencies; assist other department staff if requested; maintain current educational and training requirements; maintain communication within the Department and within the respective county; maintain a professional appearance; follow all personnel and departmental policies; plus any additional duties assigned by the Director.

**CONTACT INFORMATION: Resumes may be mailed to the address listed below.**

**\*\*\*\*\* Phone calls will not be accepted. \*\*\*\*\***

**258<sup>th</sup> & 411<sup>th</sup> JUDICIAL DISTRICT CSCD  
KEITH BARRETT  
DIRECTOR  
101 W. CHURCH ST.  
LIVINGSTON, TX 77351**

**CLOSING DATE: May 17, 2007 @ 5:00 PM.**