

JOB ANNOUNCEMENT

Job Title: Adult Community Supervision Officer

Location: Upshur County CSCD, Gilmer, Texas office (Adult Probation Department)

Date: August 25, 2022

Duties: Supervise a mixed caseload of felony, and misdemeanor offenders that have been placed on community supervision. Duties many include but are not limited to monitoring the probationers compliance with the orders of the court through routine office contacts and field visits, conducting assessments and individualized supervision plans, conducting orientation and intake interviews with new probationers, courtroom testimony, and reporting violations of the conditions of supervision to the appropriate authorities in a timely manner. Other duties as directed and assigned by the department Director.

Qualifications: A minimum of a Bachelor's degree conferred by an institution accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. The degree should be in criminal justice or a related human services subject such as psychology, sociology etc. Have basic computer and data entry skills. Possess a valid driver's license with a clean driving record. Applicants must be able to pass a criminal background check and a drug and alcohol test.

Salary: Negotiable based on experience.

Closing Date: Open until filled.

Upshur County CSCD is an equal opportunity employer. Interested applicants should send a cover letter, resume' and copy of their college transcripts to:

R. Hudgins III 'Trace', Director
Upshur/Marion County Community Supervision and Corrections Department
415 US Hwy 271 North
Gilmer, Texas 75644
Fax: (903) 843-9041