



DEPARTMENT OF COMMUNITY SUPERVISION AND CORRECTIONS

*SERVING THE COURTS OF MARION AND UPSHUR COUNTIES*

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R.L. Hudgins III (Trace)  
Director

Marion County Office  
114 W. Austin, Rm. 202  
Jefferson, Texas 75657  
903-665-3909

Upshur County Office  
415 U.S. Hwy 271 N.  
Gilmer, Texas 75644  
903-843-3006

Satellite Office  
Courthouse  
Gilmer, Texas 75644  
903-843-2583

## JOB ANNOUNCEMENT

**Job Title:** Assistant Community Supervision Officer – Part Time position.

**Location:** Marion County CSCD, Jefferson, Texas

**Date:** May 13, 2022

**Duties:** Assist the Supervision Officer in the supervision of a mixed caseload of felony, misdemeanor and civil offenders that have been placed on community supervision. Duties may 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.

**Minimum Qualifications:** A minimum of an Associate'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.

**Preferred Qualifications:** 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. Experience in the criminal justice system. Experience dealing with criminal offenders.

**Salary:** Commensurate with education and experience.

**Hours:** 8 – 24 hours weekly. This is a part-time position.

**Closing Date:** When the position is filled.

Upshur County CSCD is an equal opportunity employer. No telephone calls please. Only the most qualified applicants will receive an interview. Interested applicants should send a cover letter, resume' and/or Upshur County job application and copy of their unofficial college transcripts to:

R.L. Hudgins III 'Trace', Director  
Upshur County Community Supervision and Corrections Department  
PO Box 370  
Gilmer, Texas 75644  
Fax: (903) 843-9041