

109th Judicial District
Community Supervision & Corrections Department
P.O. Box 822
401 S. Pine
Kermit, Texas 79745
(432) 586-6217 / Fax (432)586-2319

Elvia Hernandez, Director

JOB ANNOUNCEMENT

POSITION OPENING: COMMUNITY SUPERVISION OFFICER

SALARY: Negotiable, based on experience.

MINIMUM QUALIFICATIONS:

- (1) A bachelors' degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- (2) Cannot be employed as a peace officer, or work as a reserve or volunteer peace officer.
- (3) Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.
- (4) Must possess a valid Driver License.
- (5) Must pass a background investigation.

JOB DESCRIPTION:

- (1) Supervise Misdemeanor and Felony probationers;
- (2) Refer probationers to appropriate placement;
- (3) Insure court-ordered conditions of probation are followed;
- (4) Conduct home visits;
- (5) Prepare and submit Motions/Reports as needed to District Attorney or County Attorney;
- (6) Complete Pre-sentence Investigation Reports;
- (7) Monitor specific needs of all indirect cases;
- (8) Testify in court proceedings/hearings;
- (9) Maintain a professional rapport with all individuals and agencies;
- (10) Assist other Department staff if requested;
- (11) Maintain current educational and training requirements;
- (12) Maintain communication within the Department and within the county;
- (13) Maintain a professional appearance;
- (14) Adhere to all personnel and Departmental policies; and
- (15) Perform any additional duties assigned by the Director.

CONTACT INFORMATION: Please mail a current resume, the most recent certified college transcript, references, and a sample of technical writing skills, such as a cover letter, to:

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

Winkler County CSCD
P.O. Box 822
401 S. Pine
Kermit , Texas 79745

or

Human Resources
P.O. Box O
100 East Winkler, 1st Floor
Kermit, Texas 79745

CLOSING DATE: When filled