



32ND JUDICIAL DISTRICT
UPERVISION AND CORRECTIONS DEPT
100 East Third Street, Suite 304
Sweetwater, Texas 79556
(325) 728-3457 Phone (325) 728-3811 Fax

D. Kent Ruffin
Director

Position Opening

- JOB TITLE:** Community Supervision Officer
- LOCATION:** Sweetwater, Texas (Serving Nolan, Mitchell, and Fisher Counties)
- DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties will be determined by the type of caseload assigned and may include, but not limited to: monitoring the probationer's compliance with the orders of the Court through routine office and field contacts to ensure community safety, assisting the probationer in locating services needed to bring about pro-social and law abiding behavior, conducting assessments and individualized supervision plans, conducting orientation/intake with new probationers, and reporting violations of probation to the appropriate authorities in a timely manner.
- QUALIFICATIONS:** Applicants must possess a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating board. The degree should be in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology. If the bachelor's degree is not in one of these fields, applicants must have: a) a minimum of one year of graduate study in one of these fields, or b) a minimum of one year of experience in full-time casework, counseling, or community or group work is preferred. In addition, applicants must possess a valid Texas Driver's license, their own vehicle and proof of current liability insurance.
- SALARY:** Commensurate with experience. (Entry level of \$32,000 plus benefits)
- CLOSING DATE:** When filled.

Persons interested in applying for this position must complete a 32nd Judicial District CSCD employment application. This can be obtained in person at the Nolan County CSCD office, located at 100 East 3rd St., Suite 304, Sweetwater, Texas or on the 32nd Judicial District Website at www.32ndcscd.org. Please provide a resume, most recent college transcript, and a sample of technical writing skills, such as a cover letter, to:

Kent Ruffin, Director
32nd Judicial District CSCD
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