

**EMPLOYMENT OPPORTUNITY**

**DIRECTOR OF  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

**POSITION(S):**

Director of Community Supervision and Corrections Department for Gray County, Texas,  
31<sup>st</sup> and 223<sup>rd</sup> Judicial Districts

Director of Community Supervision and Corrections Department for Wheeler, Hemphill,  
Roberts and Lipscomb Counties, Texas, 31<sup>st</sup> Judicial District

**OR** Both Departments combined

**DEADLINE FOR APPLICATIONS:** March 11, 2022

**PLEASE SUBMIT A RESUME' AND REFERENCES TO BOTH JUDGES at:**

**31<sup>st</sup> District Court:** via Email [steven.emmert@co.wheeler.tx.us](mailto:steven.emmert@co.wheeler.tx.us)

OR

Regular Mail to 31<sup>st</sup> District Court  
P. O. Box 766  
Wheeler, Texas 79096

**223<sup>rd</sup> District Court:** via Email [judge.vanderpool@grayech.com](mailto:judge.vanderpool@grayech.com)

OR

Regular Mail to 223<sup>rd</sup> District Court  
P. O. Box 2160  
Pampa, Texas 79066

The Director of a Community Supervision and Corrections Department is a position appointed by the District Judges. The qualified candidate(s) serves as the Chief Adult Probation Officer in each of our counties leading our commitment to improving lives and the communities we serve through updated strategies and interventions.

**Duties and Responsibilities:**

The scope and nature of the duties and functions of the Chief Probation Officer are defined by Section 76.004, Texas Government Code. They include the following:

- Overseeing the daily operations of the department
- Preparing annually or biennially a budget for the department
- Developing personnel policies and procedures, including disciplinary proceedings
- Establishing procedures and practices through which the department will address an employment-related grievance

- Employing a sufficient number of officers and other employees to conduct presentence investigations, if necessary, supervise and rehabilitate defendants placed on community supervision, and enforce the conditions of community supervision.

**Minimum Qualifications:**

The CSCD Director shall meet, at a minimum, the eligibility requirements for community supervision officers (“CSOs”) established under Texas Government Code § 76.005 and 37 Texas Administrative Code § 163.33 – that is, a bachelor’s degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

**Additional Preferred Qualifications:**

- Bachelor’s degree in criminal justice, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work psychology or sociology
- Knowledge of the principles, techniques, procedures and trends in community supervision and offender casework
- Knowledge of federal and state laws and rules, regulations, procedures, and techniques involved in preparation and disclosure of case records and related documents
- Extensive knowledge of management, organization, and administrative methods and procedures
- Knowledge and experience to oversee grant preparation, operation, and maintenance
- Knowledge and experience in planning, organizing, directing, and evaluating department functions and personnel matters
- Ability to perform administrative and supervisory work in directing the operations of the Department
- Ability to speak in public and perform varied public relations activities
- Ability to maintain professional working relationships with other county officials, state, municipal and civic organizations, and agencies.

**Salary Range:**

Commensurate with qualifications, experience, and caseload.

**Benefits:**

Excellent benefits, including health insurance, vacation, and sick leave.