



**WOOD COUNTY
COMMUNITY SUPERVISION AND CORRECTIONS
DEPARTMENT**

211 W. Bermuda, P.O. Box 419
Quitman, Texas 75783
(903) 763-2256, Fax (903) 763-4348
David Margos, Director

POSITION ANNOUNCEMENT

Wood County CSCD
(Adult Probation)

Position: Support Staff/Bond Supervision of Male Offenders

Opening Date: 3-3-25

Closing Date: When Position is filled

Minimum Requirements:

Possess a high school diploma or GED. Have a valid driver license. Have a clean criminal history and pass a drug test. Have experience working in an office environment. Be comfortable with computers, have basic keyboard skills, and be familiar with programs such as Microsoft Outlook, Word, and Excel. Be detail oriented and able to multitask. Possess good oral and written communication skills, and have a pleasant demeanor.

Duties:

Assist officers and Director as needed. Create, update and close records in defendant cases and maintain event logs. Monitor and schedule male urinalysis, collect money, and issue receipts. Perform general office work to include data entry, account balancing, filing, photocopying, and ordering office supplies. Draft and submit official reports. Answer phone and process mail and on-line payments. Interact with defendant's, court and county officials, law enforcement, attorneys, state entities and the general public. Attend and participate in criminal court proceedings as necessary. Perform other duties as required. Crosstrain with other office personnel. Other training provided as necessary.

Salary based on experience. Benefit package includes medical insurance and retirement plan.

All applicants are subject to background checks and drug testing. Polygraph testing if needed.

Submit resume/Wood County Employment Application (located at www.mywoodcounty.com) to:

Wood County CSCD
P.O. Box 419
Quitman, Texas 75783
Attn: David Margos