



**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

JOB ANNOUNCEMENT

- JOB TITLE:** Community Supervision Officer
- LOCATION:** Quitman, Texas
- QUALIFICATIONS:** A minimum of a bachelor's degree conferred by an institution of higher education by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Bachelor's degree in Criminal Justice, Psychology or Sociology preferred but not required.
- Applicants must be able to pass a criminal background check and a drug test.
- DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties determined by the type of caseload assigned and may include, but not limited to the following: conduct pre-sentence reports, enforce any orders of the court and monitor offender's compliance with conditions of community supervision, conduct routine office and field contacts on offenders, conduct urinalysis, provide referrals to offenders for services and programs to address criminogenic needs, conduct assessments and supervision plans, conduct intakes, report violations to the court, maintain case files and chronological reports/documentation, assist department staff, maintain current educational and training requirements, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.
- SALARY:** Negotiable, based on experience and education. Benefits included from ERS and TCDRS.
- CLOSING DATE:** Until filled.

Please mail or e-mail a current resume and a Wood County application (located at www.mywoodcounty.com) to:

**David Margos
P. O. Box 419
Quitman, Texas 75783
dmargos@wcprobation.com**