



**J. BRAD McCAMPBELL  
402<sup>nd</sup> DISTRICT JUDGE  
WOOD COUNTY, TEXAS**

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**JOB POSTING  
WOOD COUNTY, TEXAS**

Applications accepted through December 22, 2025

**Position: Director of Wood County Community  
Supervision and Corrections Department**

**Summary:** The Director of the Community Supervision and Corrections Department is appointed by the District Judge.

**Duties and Responsibilities:**

- Appoints assistants and other employees to carry on the professional, clerical, and other work relating to community supervision;
- Supervises and coordinates activities of department employees;
- Studies production schedules and estimates man-hour requirements for completion of job assignments;
- Develops administrative standards and procedures relating to personnel, including staff policies, job orders, and duty assignments of staff;
- Establishes or adjusts work procedures to meet community supervision objectives;
- Evaluates measures to improve department operation;
- Analyzes and resolves work problems or assists staff workers in solving work goals;
- Initiates personnel actions such as promotions, discharges, and disciplinary measures;
- Establishes and maintains relationships with other agencies and organizations in the community regarding policies and resources available for the treatment of offenders;
- May confer with workers to resolve grievances;
- Continually provides and evaluates in-service training programs for all new and more experienced staff members;
- Develops volunteer workers and assigns interns to various sections within the department.

**Qualifications:**

- Five years of experience in the field of criminology, supervision, counseling, law, social work, psychology, sociology, or a related field that has been approved by the TDCJ-CJAD. (At least two of the five years of experience must have been at an administrative level position.)

- A bachelor's degree conferred by an institution of higher education accredited by an organization recognized by the Texas Higher Education Coordinating Board.
- Unless the bachelor's degree is in criminology, corrections, counseling, law, social work, psychology, sociology, or a related field, that has been approved by the TDCJ-CJAD Director, must have:
  - one year of graduate study in one of the fields listed above; or
  - five years of experience in full-time casework, counseling, or community-group work; or
  - other education or experience, documented by letter in the employee's personnel file, which indicates that he/she was the most qualified applicant at the time of hiring. Such letter shall be signed by the Judge.
- Cannot be employed as a peace officer.

#### HOW TO APPLY:

Complete and submit a Wood County Application to Wood County Human Resources located in the Wood County Courthouse.

Resumes are preferred and may be attached to the application.

Application may be picked up or printed from the Wood County website – under job listings.

Salary: Based on qualifications/position.

Not all applicants will be interviewed.