



**BOWIE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
5th, 102nd, and 202nd Judicial Districts / County Court at Law
100 N Stateline Ave. Box 12
Texarkana, Texas 75501
(903) 798-3052

Terri Giles
Director

JOB ANNOUNCEMENT

- JOB TITLE:** Community Supervision Officer I
- LOCATION:** Bowie County, Texas
- JOB SUMMARY:** Supervise individuals placed on community supervision by the Courts. Specific duties will be determined by the type of caseload assigned and may include, but not be limited to: monitoring the probationer's compliance with the orders of the Court through routine office and field contacts to ensure community safety, provide offenders referrals for services to address criminogenic needs, maintain accurate case files through chronological entries/documentation, monitoring drug test, conducting assessments and evaluations, create individualized case plans, reporting violations of probation to the courts and/or proper authorities in a timely manner, court testimony and working closely with other law enforcement agencies and the Courts.
- QUALIFICATIONS:** Applicants must possess a minimum of 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 must be in criminal justice, psychology, sociology, or a related field, OR the applicant must have completed at least one year of graduate study in one of these areas. Furthermore, applicants cannot be employed or volunteer as a peace officer, nor can an applicant currently be on probation, parole, or serving a sentence for any criminal offense.
- REQUIREMENTS:** Must be able to communicate effectively both orally and in writing. Must be proficient in computer skills that include MS Word, Excel and must be able to navigate database software. Possess valid drivers license and be insurable. Must pass a background check and drug screen. Must be able to perform work-related travel, successfully complete the community supervision officer certification program, and pass the mandatory state certification exam. Must follow departmental policies and maintain a professional appearance.
- SALARY/BENEFITS:** Salary will be based on education level and experience. Employer paid health insurance, retirement savings through the Texas County and District Retirement System, paid sick leave, paid vacation leave, and paid holidays.
- HOW TO APPLY:** Send professional cover letter, resume, and completed applications to Stephanie Karr at stephanie.karr@bowiecounty.org or turned into the Bowie County CSCD located on the 2nd floor of the Bi-State Justice Building, 100 N. Stateline Ave, Texarkana, TX 75501.