



8<sup>th</sup> JUDICIAL DISTRICT COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT

P.O. BOX 663  
228 W. Hinnant St.  
Sulphur Springs, Texas 75483  
(903) 885-7851  
Fax (903) 439-6563

Mila Malone  
Director

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**JOB ANNOUNCEMENT**

- JOB TITLE:** Community Supervision Officer
- LOCATION:** Hopkins County, Texas
- QUALIFICATIONS:** A minimum of a Bachelor's Degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Educating Board. Bachelor's degree in Criminal Justice, Psychology or Sociology preferred.  
Be certified as a Community Supervision Officer and have a minimum of three-year's experience supervising a direct and indirect caseload.  
Must be able to pass a criminal background check.
- DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties determined by the type of caseload assigned and may include, but not be limited to the following: travel to satellite counties (Franklin, Delta, Rains), conduct pre/post sentence reports, enforce any orders of the Court and monitor offender's compliance with conditions of community supervision, conduct routine office contacts with 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, follow all personnel and departmental policies, plus any other duties assigned by the Director.
- SALARY:** Salary \$56,000.00 - 59,000.00  
Above \$59,000.00 negotiable with officer experience.  
Bilingual stipend for those fluent in Spanish.
- CLOSING DATE:** Until filled.

*Please request an application at [mmalone@8thcsd.org](mailto:mmalone@8thcsd.org) and email completed application along with a current resume, most recent college transcript(s), and a sample of technical writing skills, such as a cover letter, to: [mmalone@8thcsd.org](mailto:mmalone@8thcsd.org).*