

COOKE COUNTY COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT  
215 S. DIXON STREET  
GAINESVILLE, TX 76240

**JOB ANNOUNCEMENT**

The Community Supervision and Corrections Department (Adult Probation) is posting for:

**POSTING TITLE:** Community Supervision Officer Adult Probation  
Officer)

**SALARY: starting at** \$27,000, negotiable on experience  
Plus benefits

**QUALIFICATIONS:** A Bachelors Degree in Criminal Justice Field

**SCREEN ABLE JOB REQUIREMENTS:**

1. Must be 21 years of age or older at the time of employment
2. Applicant should have general knowledge of counseling methods and problem solving techniques.
3. Experience in keeping detailed records is desirable
4. Data entry and keyboarding/word processing knowledge (Microsoft word). Experience using a personal computer.
5. Valid Texas class "C" driver's license and proof of liability insurance. A driving history will be conducted on all applicants selected for interview.
6. Applicants cannot have a criminal conviction. A criminal history (NCIC and TCIC) background check will be conducted on all applicants selected for interview. A pre-employment drug test will be conducted on the applicant selected for the position.
7. Bilingual - Spanish speaking would be beneficial, but not required.

The Cooke County Community Supervision and Correction Department and vehicles are tobacco free environments.

After initial screening, the top 5 candidates will be interviewed. When you arrive for the interview you will complete an application for employment at that time.

**If you are interested in the position, submit the following:  
(Please do not call the department about the position)**

**To: Amy Sappington  
Cooke County CSCD Director  
215 South Dixon St., Gainesville, TX 76240**

1. Resume with references
2. Copy of college/university transcript indicating degree  
Awarded, date degree awarded and copy of the diploma.

**COOKE COUNTY CSCD IS AN EQUAL OPPORTUNITY EMPLOYER**