



WALKER COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

P.O. BOX 6910
Huntsville, Texas 77342
(936) 435-2454
FAX (936) 435-2464

Kristin Hunter
Director

2 Position Openings

**Judicial District Community Supervision and Corrections Department serving
Walker, Grimes, Madison and Leon Counties**

Position: Community Supervision Officer (2)

Location: 1 position located in the Walker County office (Huntsville)
1 position divided between the Madison and Leon County offices (Madisonville and Centerville)

Job Description: A community supervision officer supervises offenders who have been placed on community supervision by the felony and misdemeanor criminal courts. The officer meets regularly with offenders in the office and in the field, monitors their progress toward completion of all court ordered conditions, and enforces those conditions; makes assessments of risks and needs; makes appropriate referrals for counseling; reports violations of conditions to the Court; provides probation services to the courts, to include the preparation of presentence reports when ordered by the Court; and performs other tasks as required by the Director, Judicial District Community Supervision and Corrections Department.

Qualifications: Applicants must possess a bachelor's degree from an accredited college or university in the field of criminal justice, criminology, corrections, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, sociology, psychology, or social work, or a related field; however, a waiver may be granted if the applicant has a bachelor's degree in a different field but has completed at least one year of graduate studies in one of the above-listed areas of study; or has a minimum of one year experience in full-time casework or counseling; or, possesses other education or experience that makes the applicant the most qualified at the time of hiring. Applicants should be proficient in the utilization of Microsoft Word and Microsoft Outlook, along with usual desktop computer applications.

Applicants must possess a valid Texas Driver's license, their own vehicle and proof of current liability insurance. Applicants must possess a minimum level of physical fitness that enables them to learn and execute elementary unarmed self-defense techniques taught to adult probation officers. Judicial District CSCD officers do not carry firearms.

Compensation: Commensurate with experience. This is a full time position, requiring the applicant to work Monday through Friday, from 8:00 am to 5:00 pm daily, except when occasional position related duties/responsibilities require otherwise. There is a six month probationary period for all new employees.

Application process: Applicants must complete a Judicial District CSCD employment application, which can be obtained in person at the Walker County CSCD office, located at 705 FM 2821 West, Huntsville, Texas, or on the Walker County website at www.co.walker.tx.us. Please provide a **resume**, a certified copy of the most recent **college transcript**, and a **sample of technical writing** skills, such as a cover letter. Applicants must be able to pass a drug test, a physical examination, and a criminal history background check. The Judicial District CSCD is an equal opportunity employer. Position will remain open until filled. Qualified applicants are encouraged to submit a completed application with transcript, resume and a writing sample to:

Kristin Hunter, Director
Judicial District CSCD
P.O. Box 6910
Huntsville, TX 77342-6910
khunter@co.walker.tx.us