

Cooke County
JOB DESCRIPTION

Job Title:	DIRECTOR, Community Supervision and Corrections (CSCD)
Work Hours:	The Director works at least forty (40) hours a week, Monday through Friday 8:00 am to 5:00 pm and after hours as needed to accomplish the job.
Job Relationships:	Appointed by the 235 th District Judge and the Cooke County Court at Law Judge.
FLSA Classification:	Exempt

Position Summary: The Director serves as the Chief Adult Probation Officer establishing and maintaining services for adult offenders in accordance with the Texas Code of Criminal Procedure and the objectives, policies, and procedures of the 235th District Judge and the Cooke County Court of Law.

Duties and Responsibilities:

1. Oversees the daily operations of the department.
2. Responsible for hiring employees for all Department positions.
3. Supervises and coordinates activities of Department employees. Ensures employees work a five day work week and are available and present in court when their presence is requested by the courts.
4. Develops and maintains administrative standards and procedures relating to personnel, job descriptions, duty assignments, and ethical responsibilities.
5. Establishes or adjusts work procedures to meet community supervision objectives and objectives of the Cooke County courts.
6. Initiates personnel actions, such as promotions, discharges, and disciplinary measures.
7. Develops the Department's budget and administers the existing budget to ensure that all expenditures fall within the budget guidelines.
8. Supervises the collection and disbursement of Court ordered fees.
9. Prepares and submits all required reports.
10. Researches, coordinates, and prepares grant proposals.
11. Continually provides and evaluates in-service training programs for new and more experienced staff members.
12. Assists in developing and improving quality offender services for treatment and rehabilitation.
13. Supervises an offender caseload (as needed).
14. Evaluates measures to improve department operation and keeps apprised of trends in community supervision.
15. Has thorough knowledge of the ethical guidelines and federal, state, and local rules and regulations applicable to this position.

Qualifications:

Must meet the minimum statutory requirements as per Texas Government Code, including having a bachelor's degree as conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board, preferably in criminology, corrections, social work, psychology, sociology, or a related field that has been approved by the Community Justice Assistance Division. Applicant should have, in addition, five years of experience in the field of criminology, supervision, counseling, law, social work, psychology, sociology, or related

field that has been approved by the TDCJ-CJAD. At least two of the five years of experience should have been at an administrative level position.

Knowledge, Abilities, and Skills:

Must possess excellent written and verbal communication skills; possess working knowledge of personnel and office management. Must have the ability to follow verbal and written instructions; ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, the public, and CSCD staff. Must possess knowledge of local, state and federal laws, rules, regulations and procedures involved in the preparation and disclosure of department information and documents.

Additional requirements:

Must reside within the geographical boundaries of the Department. Must be insurable by the CSCD insurance carrier. Must have a valid Texas driver's license.

Essential Physical Demands (performed with or without reasonable accommodations):

Reading and understanding complex documents, both paper and electronic. Ability to effectively communicate both internally and externally. Ability to lift boxes, supplies, case files. Bending, standing, sitting, walking, kneeling, speaking, hearing, significant data entry, driving, ability to manage stress in meeting deadlines and changes, and other physical efforts that may be required to carry out the job (including all duties of a community supervision officer). Ability to be trained in and conduct defensive and safety procedures.

Environmental Factors:

Works primarily indoors managing the CSCD and working with defendants/offenders. Conduct field work in high crime areas of the jurisdiction. Work in secure jail settings. Testimony and conferences in courtrooms.

This job description is not intended to be all-inclusive, and employees will perform other reasonable, assigned and related business duties.

Salary: Negotiable, subject to experience and within budget considerations.

Applications: Accepted until December 31, 2023. Apply online at <https://cocooketx.applicantpro.com/jobs/>. Include a resume and a minimum of three professional references.