

EMPLOYMENT OPPORTUNITY

POSITION: Director of Community Supervision and Corrections Department for Liberty County

DEADLINE FOR APPLICATION: **JUNE 28, 2022**

APPLICATION LINK: www.co.liberty.tx.us/page/liberty.Jobs.Openings

PLEASE SUBMIT AN EMPLOYMENT APPLICATION AND RESUME AND REFERENCES TO EACH OF THE FOLLOWING JUDGES' OFFICES:

253rd District Court: reporter.253rd@co.liberty.tx.us

75th District Court: peggy.thrasher@co.liberty.tx.us

Liberty CCL: tiffany.slankard@co.liberty.tx.us

The Liberty County Director of Community Supervision and Corrections Department is a position appointed by the District Judges and the County Court at Law Judges hearing criminal cases. The qualified candidate serves as the Chief Adult Probation Officer with the following responsibilities:

Responsibilities and Duties:

The scope and nature of the duties and functions of the Liberty County Chief Probation Officer are defined by Section 76.004 of the Texas Government Code. They include the following:

- overseeing the daily operations of the department;
- preparing annually or biennially a budget for the department;
- developing personnel policies and procedures, including disciplinary proceedings;
- establishing procedures and practices through which the department will address an employment-related grievance; and
- employing a sufficient number of officers and other employees to conduct presentence investigations, supervise and rehabilitate defendants placed on community supervision, and enforce the conditions of community supervision.

Minimum Qualifications:

A bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

Additional Preferred Qualifications:

- Bachelor's degree in criminal justice, corrections, counseling, human service development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology or sociology;
- Knowledge of the principles, techniques, procedures and trends in community supervision and offender casework;

- Knowledge of federal and state laws and rules, regulations, procedures and techniques involved in the preparation and disclosure of case records and related documents;
- Five years of management experience in probation or criminal justice work;
- Extensive knowledge of management, organization and administrative methods and procedures;
- Knowledge and experience to oversee grant preparation, operation and maintenance;
- Knowledge and experience in planning, organizing, directing and evaluating department functions and personnel matters;
- Ability to perform administrative and supervisory work in directing the operations of the Department;
- Ability to speak in public and perform varied public relations activities;
- Ability to maintain professional working relationships with other county officials, state, municipal and civic organizations and agencies.

Salary Range:

Commensurate with qualifications and experience.

Benefits:

Excellent benefits, including health insurance, vacation, sick leave, paid holidays, and retirement plan.

[ATTACH A CURRENT RESUMÉ AND A MINIMUM OF THREE (3) PERSONAL REFERENCES]