

**143rd Judicial District Community Supervision & Corrections (CSCD)
Department
Serving Reeves, Ward and Loving Counties, Texas
Job Vacancy Announcement**

Position: Community Supervision and Corrections Department Director

Opening Date: May 14, 2018

Closing Date: June 4, 2018

Salary: up to \$73,000 annual

Position Overview:

The CSCD Director is appointed by the 143rd Judicial District CSCD Board of Judges. The Director shall perform and delegate responsibilities as set out in Chapter 76.004 and 76.005 of the Texas Government Code.

Minimum Requirements:

Bachelor's degree from accredited university; Current certification as a Community Supervision Officer or subject to statutory exemption by employment; and 10 years experience as a Community Supervision Officer

Experience and Ability Requirements:

Must be able to effectively manage/lead staff

Must assure compliance with the TDCJ-CJAD Code of Ethics, Standards for CSCDs, Financial Management Manual and the CSCD Administrative Manual;

Must have a working knowledge of Texas Code of Criminal Procedure and all relevant statutorily pertinent CSCD requirements;

Must be able to manage/design/implement cost efficient budgets in the best interest of the department;

Must be able to effectively communicate with the CSCD staff, public, the Court, attorneys, and state officials.

Must also serve as Executive Director for Victim Services Program and maintain budget, prepare requisite grants and any/all related administrative duties.

Applications may be picked up at either CSCD office in Pecos or Monahans or downloaded at www.143cscd.com. Please mail application, resume, official college transcripts and letter of interest to: Ward County Auditor's Office, 400 S. Allen Ave., Suite 300, Monahans, TX, 79756. All applications must be postmarked by June 4, 2018.