

90th Judicial District  
Community Supervision and Corrections  
Young / Stephens Counties



**Scott Wallace, Director**  
**Spencer Key, Assistant Director**

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## **JOB ANNOUNCEMENT**

JOB TITLE: Probation Officer

LOCATION: Stephens County

### **Qualifications**

- 1) Bachelor's degree conferred by an institution of Higher Education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. A Bachelor degree in Criminal Justice, Psychology, or Sociology preferred.
- 2) Must possess a valid Texas Drivers License
- 3) Must pass a background check

### **Duties**

Supervise a caseload of offenders placed under community supervision by the Courts. Enforce any orders of the Court and monitor offender's compliance with conditions of community supervision, conduct routine office and field contacts on offenders, conduct drug tests, conduct assessments and supervision plans, conduct intakes, report violation to the Courts, maintain case files and chronological reports/documentation, travel to/from satellite offices as needed, maintain a professional appearance, assist Department staff, adhere to personnel and Departmental policies, and any additional duties assigned by the Director.

### **Abilities and skills**

Possess excellent written and verbal communication skills. Ability to follow written and verbal instructions. Ability to work in harmony with offenders, court personnel, law enforcement agencies, the public, and CSCD staff.

### **Salary**

Salary based on experience and education. Benefits included from Employees Retirement System of Texas (ERS) and Texas County and District Retirement System (TCDRS).

Request an employment application at [s.wallace@youngcounty.org](mailto:s.wallace@youngcounty.org). Please submit employment application and resume to:

Scott Wallace, Director  
[s.wallace@youngcounty.org](mailto:s.wallace@youngcounty.org)