

84TH/316TH JUDICIAL DISTRICTS
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD)
(Hutchinson, Hansford, and Ochiltree Counties)

JOB DESCRIPTION

Job Title: Director

Work Hours: The Director works at least forty (40) hours a week, under stressful conditions, to accomplish the job.

Job Relationships: Appointed and supervised by a board of judges trying criminal cases for the 84th and 316th Judicial Districts in Hutchinson, Hansford, and Ochiltree counties.

FLSA Classification: Exempt

Position Summary: The Agency Director is responsible for the overall operation of the CSCD, including all programs, grants, and contracts for services.

Duties and Responsibilities:

1. Appoints employees to carry out the professional, clerical, and other duties relating to the mission of the department.
2. Supervises and coordinates activities of department employees.
3. Develops and maintains administrative standards and procedures relating to personnel, job descriptions, and duty assignments.
4. Establishes or adjusts work procedures to meet community supervision objectives.
5. Evaluates measures to improve department operation.
6. Analyzes and resolves work problems and/or assists staff in solving work goals.
7. Initiates personnel actions, such as promotions, discharges, and disciplinary measures.
8. Establishes and maintains relationships with other agencies and organizations in the community, counties of the district, and state.
9. Responsible for planning, coordinating, and implementing all administration and procedural functions of the Department.
10. Develops the Department's budget and administers the existing budget to ensure that all expenditures fall within the budget guidelines.
11. Responsible for hiring employees for all Department positions.
12. Assists in developing and maintaining quality offender services.
13. Supervises an offender caseload (as needed).
14. Prepares and submits all required reports.
15. Supervises the collection and disbursement of Court ordered fees.
16. Participates on Drug Court teams, as directed by the District Judges.
17. Any other duties required by the District Judges, CJAD, and/or required by law.

Education and Experience:

A Bachelor's degree is required. A Master's degree is preferred. Individual MUST be a certified Community Supervision Officer or have prior experience as a certified Community Supervision Officer or meet the eligibility requirements of a certified Community Supervision Officer. Supervision of other

community corrections employees and experience in the administration of community corrections programs will be taken into consideration.

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 and state required plans, reports, and budgets.

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, provide proof of insurance, and have adequate transportation. Must have a favorable background check. Must be able to travel at least ten (10) percent of the year.

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 and prison settings. Testimony and conferences in courtrooms.

Equipment:

Vehicle, telephone, copier, computer, printer, cell phone, mobile radio, calculator, defensive spray, (O.C. or other) and other job related equipment.

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

Salary: Negotiable based upon experience and ability.

The CSCD is an "at-will" employer, and the Director serves at the pleasure of the Board of Judges. The Board of Judges reserves the right to revise or change the job duties as the need arises. This job description does not constitute a written or implied contract of employment.