

**PANOLA COUNTY  
CSCD**

313 W. Panola St.  
Carthage, Texas 75633  
903-693-0351  
Fax: 903-693-0312

**Amy Holland, Interim Director**

[amy.holland@co.panola.tx.us](mailto:amy.holland@co.panola.tx.us)

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**JOB ANNOUNCEMENT**

- JOB TITLE:** Community Supervision Officer
- LOCATION:** Carthage, Texas
- QUALIFICATIONS:** A minimum of a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Bachelor's degree in Criminal Justice, Psychology or Sociology preferred.
- Applicants must be able to pass a criminal background check.
- DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties determined by the type of caseload assigned and may include, but not be limited to the following: conduct pre/post sentence reports, 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 urinalysis, provide referrals to offenders for services and programs to address criminogenic needs, conduct assessments and supervision plans, conduct intakes, report violations to the court, maintain case files and chronological reports/documentation, assist department staff, maintain current educational and training requirements, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.
- SALARY:** Negotiable, based on experience and education. Benefits included from ERS and TCDRS
- CLOSING DATE:** Until filled.

Please mail a current resume, the most recent certified college transcript, and a sample of technical writing skills, such as a cover letter, to:

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