



**BOWIE COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT**  
5<sup>th</sup>, 102<sup>nd</sup>, and 202<sup>nd</sup> Judicial Districts / County Court at Law  
100 N Stateline Ave. Box 12  
Texarkana, Texas 75501  
(903) 798-3052

Terri Giles  
Director

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## **Job Posting**

**Position:** Community Supervision Officer

**Job Summary:** Provides supervision of a case load consisting of both misdemeanor and felony offenders placed under community supervision by the courts. This supervision includes conducting evaluations, assessments, supervision planning and referral of offenders. Officers consult with courts, prosecutors (attorneys), and law enforcement and other agencies concerning the offender's compliance with court ordered conditions of community supervision.

### **Responsibilities:**

- 1) Supervises a direct and/or indirect misdemeanor and felony case load.
- 2) Interviews and assess the supervision level of persons placed on community supervision.
- 3) Administers SCS interviews.
- 4) Develops a supervision plan for persons placed on community supervision.
- 5) Makes referrals to facilitate supervision.
- 6) Reviews client's progress on community supervision and conducts reassessments.
- 7) Conducts office and filed contacts.
- 8) Documents all client contacts in the computerized Probation Information System and updates records on each client.
- 9) Monitors and documents the client's compliance with all court ordered conditions of community supervision.
- 10) Organizes case file in accordance with Departmental procedures.
- 11) All other duties which may be assigned by the Unit Supervisor and/or Director.

**Qualifications:** Must meet the minimum standards for Community Supervision Officers in Texas, as stated in *Standards for TDCJ-CJAD, Article 163.33*. Must have a valid Driver License from Texas or Arkansas and proof of auto liability insurance. Must be able to operate and use a personal computer and associated software. Must have good verbal and written skills. Must have interpersonal skills necessary to deal with clients, public, coworkers, court personnel and personnel of other agencies and Departments.

Applications are online at [co.bowie.tx.us](http://co.bowie.tx.us) under the Employment Opportunities tab. Applications and resumes can be emailed to [stephanie.karr@txkusa.org](mailto:stephanie.karr@txkusa.org) or you may turn them into the Probation Department located on the 2nd floor of the Bi-State Justice Building, 100 N. Stateline Ave, Texarkana, TX 75501