



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

Terri Giles
Director

JOB POSTING

Position: CSTS Coordinator

Position Overview

Coordinate and reconcile activities within the Community Supervision Tracking System (CSTS), ensuring accurate and consistent data exchange with the state's Intermediate Systems (ISYS) and Bowie County's CSCD databases. The role involves preparing and submitting reports, maintaining system documentation, providing administrative, clerical, and data management support essential to the daily operations of the department. The successful candidate will maintain confidential records and ensure accurate entry and maintenance of probation and restitution information. This position requires professionalism, discretion, and the ability to work effectively in a fast-paced criminal justice environment.

Case Management & Data Entry

- Serve as the primary liaison for CSTS, ensuring accurate data flow between CSTS, ISYS, and Bowie County databases.
- Perform manual updates for incorrect entries in ISYS-CSTS, submit higher-level change request, and maintain correction records in the CSS database.
- Generate weekly and monthly reports from CSTS and CSS systems, ensuring accuracy, completeness, and compliance with reporting standards.
- Review and reconcile reports to identify discrepancies, investigate issues, and resolve data problems across systems.
- Establish and maintain processes for tracking pending CSTS error reports and documenting corrections.
- Provide technical assistance to other Texas CSCD counties for ISYS-CSTS data issues and respond to correction requests from CJAD personnel.
- Monitor DPS websites for new SID/TRN entries.
- Enter, update, and maintain community supervision case information.
- Process and manage records for individuals under community supervision.
- Maintain accurate probation, restitution, and payment records.
- Conduct criminal history background checks.
- Ensure timely and accurate documentation of case information.
- Maintain files and records in accordance with department policies.
- Prepare correspondence, reports, and other administrative documents.
- Provide professional front desk coverage during staff absences.
- Respond to inquiries from clients, attorneys, courts, vendors, and the public.
- Maintain positive working relationships with staff, clients, and outside agencies.
- Handle confidential and sensitive information with discretion and professionalism.

Minimum Qualifications

- High school diploma or GED required.
- Administrative, clerical, or data entry experience required.
- Experience providing customer service or front desk support preferred.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work effectively in a probation or criminal justice setting.



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Knowledge, Skills, and Abilities

- Proficiency in Microsoft Word, Excel, and Outlook.
- Ability to type a minimum of 25 words per minute.
- Strong organizational, time management, and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Familiarity with record keeping and office procedures.
- Knowledge of probation, parole, or community supervision practices is preferred.
- Ability to establish and maintain effective working relationships with coworkers, clients, attorneys, judges, law enforcement agencies, and the public.

Work Environment

This position works closely with Community Supervision Officers, counselors, administrative staff, and other criminal justice professionals. The work environment is fast-paced and requires attention to detail, professionalism, and the ability to interact with individuals experiencing challenging circumstances.

Background Requirements

Applicants must:

- Successfully pass a TCIC/NCIC criminal history background check.
- Meet all Bowie County employment eligibility requirements.
- Possess the ability to work with confidential criminal justice information.

Work Schedule

Monday-Friday: 8:00 a.m. - 5:00 p.m.

Schedule may vary based on departmental needs.

How to Apply

Applications are available online through the Bowie County Website (co.bowie.tx.us) under the Employment Opportunities tab or may be picked up in person at the Bowie County Probation Department.

Completed applications and resumes may be emailed to Stephanie.Karr@bowiecounty.org or delivered in person to:
Bowie County Probation Department
Bi-State Justice Building – 2nd Floor
100 N. Stateline Ave
Texarkana, TX 75501

Bowie County Community Supervision and Corrections Department is an Equal Opportunity Employer.