



**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

JOB TITLE:	Case Manager
LOCATION:	Bowie County, Texas
JOB SUMMARY:	This position provides the necessary technical support to supervise the indirect cases in the transfer out caseload.
QUALIFICATIONS:	Applicants must have a high school diploma or general equivalency diploma. Must be experienced in dealing with the public and able to work independently with minimum supervision. Must have excellent verbal and written skills. Must have general knowledge of the criminal justice system and be able to operate a personal computer in a network environment with related software.
RESPONSIBILITIES:	Supervises the cases of offenders that have been transferred from this jurisdiction (Indirect transfer cases). Reviews case files to determine that offenders are following the terms of community supervision as ordered by the court. Obtain the information necessary to determine the amount of restitution to be collected from the offenders. Confers with other community supervision Departments concerning an offender's progress and conduct. Files all the necessary documents into the case files. All other duties which may be assigned by the unit supervisor, Assistant Director and/or Director.
SALARY:	Negotiable, based on experience. Benefits package including medical insurance through the Employees Retirement System and retirement savings through the Texas County and District Retirement System.
CLOSING DATE:	When filled

Completed applications and resumes can be submitted via email to stephanie.karr@bowiecounty.org or turned into the Bowie County Community Supervision and Corrections Department located on the 2nd floor of the Bi-State Justice Building, 100 N. Stateline Ave, Texarkana, TX 75501.